

project manage

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Susan Jones
Hiring Manager
Dayjob Ltd
120 Vyse Street
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8th May 2012

Dear Ms Jones

Your recent advert for a project manager caught my attention, and as I appear to be a perfect match for your requirements I am enthusiastically applying for the position.

As a seasoned professional with a rich and varied background in project management I am more than qualified to make an immediate and positive contribution to your company's operations. I am very confident that the years of experience I have as a manager will make me an ideal candidate for this position. I am a highly talented and award winning professional who in all my previous roles has consistently delivered results to the highest standards. Right now I am employed with, in this role I am responsible for, and, both areas of expertise that you are looking for in a candidate.

As my attached resume depicts, I have plenty of experience of managing multi million pound projects, and I firmly believe that your company will greatly benefit from my expertise in the fields of and

Bing a solid team player, I can not only work to tight deadlines, but also have plenty of initiative to deal with unexpected problems. I have a consultative approach coupled with a "can-do" attitude, and you can be assured that I will always represent the company in a professional and diligent manner when meeting, negotiating and corresponding with clients.

I hope that after reviewing my attached resume you will be convinced of my potential and invite me for a interview to discuss my application in further detail.

Thank you very much for your time and consideration, and I look forward to hearing from you soon.

Yours sincerely

Karen Jones



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