

Richard Hill

Project Manager

*Sean Merchant
Hiring Manager
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF*

Date: 22nd May 2012

Dear Mr Merchant

Your company recently advertised on the dayjob.com website for a project manager. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I have a long track record of skilfully planning and managing multi million pound projects, hiring and training efficient cross functional teams, and generating extensive cost savings by making processes more efficient. These successes coupled with my proven ability to have prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Negotiating difficult decisions with colleagues, senior manager and other third parties.
- Delivering results on time, within budget, and to the highest specification.
- Developing accurate and achievable project plans.

For additional information about my capabilities please view my attached resume.

Right now I want to work for a reputable and exciting company like yours where there will be a big stage for my talents. Therefore I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

Yours sincerely

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