

Project Manager

Richard Holmes

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Sean Merchant
Hiring Manager
Dayjob Ltd
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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 possess a strong desire to build a career within your industry, and to be involved in running a successfully operation. These points coupled with my proven ability to create an exciting working environment for project staff members has prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Anticipating stakeholder needs by using my experience to think ahead.
- Managing all day to day aspects of running a project through the different phases.
- Carrying out analysis and presenting recommendations on specific business problems.

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

Richard Holmes



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