

# johnandrews

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Sean Merchant  
Hiring Manager  
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Date: 31<sup>st</sup> August 2013

Dear Mr Merchant,

Your company recently advertised on the dayjob.com website for a IT 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. I also feel that my expertise coupled with my natural enthusiasm allows me to get things done quickly and professionally. These points along with my proven ability to manage projects have prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- A results orientation track record of setting and achieving goals and delivering results.
- The ability to think outside the Box and think strategically.
- My ability to simultaneously managed a broad range of business projects across several functional areas.

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,

John Andrews



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