

## Project Manager Cover Letter Sample 2

---

**Jillian Carbone**

2297 31st St., Integrity, AZ. 56564

*JillAtWork@email.com*

555-852-2364

April 9, 2016

**Ms. Samantha Bearton**

Project Management Lead, RapidTrade, LLC.

921 107th Ave., Littleton, AZ. 56561

Dear Ms. Bearton,

I am seeking an entry-level project management position with an up-and-coming organization that thrives on innovation and creativity. I've been a user of RapidTrade's products for several years, so when I saw your job posting for the project management position, I had to jump at the chance to apply! I am a recent graduate of Stark State College with a Bachelor's Degree in Management, and I've always excelled in project management roles at my recent internship with Megasales.com. Thank you for taking the time to review my cover letter and attached resume.

In my current role as a project manager intern, I've assisted senior project managers in coordinating several large-scale and small-scale projects from beginning to end. My main duties include communicating with various project stakeholders, gathering information and completed project files, and reporting to my supervisors on daily project updates. In addition, my supervisor has taught me a good deal about workflow planning, requirements testing, and hosting meetings to keep diverse team roles on track throughout a project's lifecycle.

I achieved a 4.0 GPA throughout my Bachelor's studies, and I excelled in a range of project management and courses that led me to pursue this role as a long-term career. I've also received a letter of recommendation from my supervisor in my internship, which is set to end in the next 30 days. I am confident that I can bring the same level of achievement into my new role as a full-time project manager, and that I can get up to speed with your processes and workflows very quickly.

As a new college graduate, I am well versed in the full range of popular project management methodologies, including the use of Gantt Charts, the PERT technique, and the Critical Path Method. I am also well versed in a wide range of office technology, including the full Microsoft Office suite and Salesforce.com. I have the ability to adapt quickly to new challenges, as I've displayed throughout my academic and professional experience thus far.

Thank you again for considering my application for the entry-level project management position. Although I am still employed full time as an intern, I am authorized to schedule a phone

interview or meet in person any time that works best for you. I am excited about the prospect of moving my career forward with an exciting company like RapidTrade!

Sincerely,

Jillian Carbone