August 1, 2016
Jeff Lebowski

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Dear Mr. Lebowski

I am writing to apply for the IT Project Manager position at Systems+, as advertised on Linkedin.com. I am confident that my 3 years of solid experience and diverse capabilities in project management make me an ideal candidate to successfully fulfill this position.

During my time working as a Junior IT Project Manager at XConnect, I was the second-in-charge to the Project Manager in leading a medium-sized development team. I was charged with the responsibility of helping oversee a range of critical projects from conception to delivery.

I was commended by my manager for demonstrating strong skills in: proactively managing important and time-sensitive projects; developing innovative solutions to critical problems; balancing stakeholder expectations with those of the company; and working collaboratively with other team members to establish an efficient and effective systems of operation.

In my time at XConnect, I was noted for having achieved the following:

* Executing a number of highly profitable projects with budgets over $200,000
* Working with my team to manage the accounts of prestigious international brands and clients
* Strong understanding of statistics, quality improvement techniques, FMEA and RCA
* Successfully contributing to Q & A testing, product SOW, integration and user documentations.

Furthermore, I have strong academic background to ground my work. After completing my Bachelor of Information Technology Management at the University of Minnesota, I went on to score in the top 2% in my Master of Information Systems at the University of Maryland. I plan to draw on these methodologies at Systems+ to effectively complete project scheduling, issue tracking and resource management tasks.

I believe that the above qualities and experiences would make me a valuable addition to your company. If there is any more information you would like me to provide, please do not hesitate to contact me.

Sincerely,

Sylvia Swanson