

Karen Cunningham
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham
B18 5NF

Date 22nd May 2012

Dear Ms Cunningham

I am writing to express my keen interest in your vacancy for a project manager which was recently advertised on the dayjob.com website.

My background in project management includes working in the and sectors, both areas that your job advert said a candidate must have experience in. In addition to this I have extensive knowledge of and also have considerable understanding of and

As someone who is dedicated to providing the highest quality of service at all times, I am always intimately involved in a project, and oversee and monitor it until both I and the client are completely satisfied. The foundation of my success lies in my talent and passion for project management. As a highly motivated person I view operational problems as business challenges and opportunities waiting to be discovered. In every company I work for I not only bring new energy, fresh ideas and a different way of thinking, I also guide them to achieving their full potential.

With my present employer I have a well deserved reputation for getting all projects no matter how large or small, done on time and within budget. I have a track record of planning and coordinating all project phases from conception, through to design and execution. For me it would be a honour to be a part of and contribute to a company like yours which is known for its talented workforce and high standards. I thank you for your time and I look forward to hearing from you in respect of an interview.

Yours sincerely

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