Name

Dear ___,

I am interested in applying for the position of _____. I believe that my experience in multi-site Global project management would make me a strong candidate for this position. I am PMP Certified and have over 10 years experience in an IT Project Management capacity.

I have successfully brought in many projects on time and under budget, and am adept at working with complex budgeting and resource allocation issues.

As the Senior Project Manager for Asset Management North America for Computer Sciences Corporation, I oversaw 65 Accounts across North America and identified best practices across these accounts, documented them, and implemented them across all the sites. Through the implementation of these best practices, we consolidated a third of the workforce offshore to reduce costs by 30%. In order to complete these projects, I worked with Vice Presidents, Directors, and line of service personnel in order to tactfully create buy in and improve and standardize the processes.

In addition, as Project Manager for a Raytheon Business Unit Client, I was responsible for migrating their unit from the Legacy Network to the Integrated Corporate Network, managing technical teams and ensuring timely production project deliverables. In order to deliver this project on time and under budget, I monitored schedules and budget variances, and created contingency plans to resolve issues.

I am a high energy “hit the ground running” kind of person and communicate with tact and assertiveness. I am also highly skilled as a public speaker and presenter.

I also have experience working with ITIL, Lotus Notes, and Sharepoint and have experience as a Senior Operations Manager.

Sincerely,