

# DARLENE JONES

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## PROJECT MANAGER

Date

Name

Title

Target Company Name

Company Address

Dear Hiring Manager:

Please accept this letter and my résumé as an expression of interest in joining your organization in a position that I am qualified for based on my successful history in working closely with complex IT projects and performing gap analysis, designing process and system improvements to increase productivity while reducing costs gaining a strong reputation for integrity and strong knowledge of IT procedures delivering high-quality services.

I consider myself to be goal oriented with a strong desire to work toward outstanding results. I take pride in working hard and enjoy challenges and demands. I am confident that my enthusiasm and passion for project management can benefit your organization. To keep you abreast of my qualifications and knowledge's here are some that I can bring to your institution:

- ***Strong knowledge on all FDMS processing platforms and delivery methods such as Dial, Frame Relay***
- ***Highly analytical with excellent communication skills and personnel management***
- ***Proficiency in Microsoft Office and various business related software***
- ***Expertise in Project Management and Training***

I'm a professional who enjoys working even under pressure. I am driven, lead by example, and demonstrate professional integrity in my work and with the clientele. My talents include a profitable combination of strong industry knowledge and procedures, reliability, and integrity firmly rooted in business-centered focus and interpersonal dynamics.

Although I understand that a resume cannot fully detail my background, it's a great starting place. Enclosed is a concise synopsis of my career path to date. If you are interested in exploring mutual interests, I am open for discussion.

Thank you in advance for considering my value offer. I look forward to our conversation

Sincerely,

Darlene Jones

Enclosure: Résumé

***Cover Letter***