

\*Your cover letter heading should match the heading on your resume.\*

**Your First and Last Name**

Address

Email | Phone

Date

Employer Name

Address

City, State Zip Code

Dear Hiring Manager,

I am pleased to see your job posting for Project Manager at Triple on Handshake. I am currently pursuing my Bachelor of Science in Business Administration degree from the Wayne State University Mike Ilitch School of Business with a major in Management. My education has allowed me to develop a comprehensive project management approach with a mindset geared towards the successful execution of projects. Several projects that I have worked on while attaining my degree have given me the opportunity to manage teams and delegate tasks accordingly.

I am an excellent candidate to become the Project Manager, particularly because I am proficient in the following areas:

- Attention to Detail: I have consistently demonstrated strong organizational skills and a high attention to detail. This enables me to manage multiple projects simultaneously.
- Communication Skills: My excellent communication and interpersonal abilities allow me to work with a variety of diverse teams, fostering a collaborative work environment.
- Transparency and Efficiency: My ability to follow up with team members and report on the progress of projects allows me to monitor tasks effectively and adhere to company deadlines.

Thank you for taking the time to consider my application to become your newest Project Manager. I am enthusiastic about the possibility of joining Triple and contributing my skills to drive positive outcomes. Thank you for considering my application.

Sincerely,

Your First and Last Name