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| **robert smith**  **Project Coordinator** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I accelerated to apply my resume for your evaluation when I discovered your search for a Project Coordinator. I am sure that my significant experience in a range of project coordination and also my perseverance to build rapport and cross-functional approach will be a valuable asset to your organization.

I request you to consider my current responsibilities and tasks at CM Ltd:

* Work together with project managers, assist with the execution of project strategies.
* Devise and implement the project schedule.
* Develop project documentation, including meeting highlights and project updates.
* Enter and oversee Jira tickets.
* Prepare presentations for the review of clients and internal stakeholders.
* Directly interact with clients to answer inquiries.
* Managed 4 projects valued at over $250000 each.
* Led a team of 14+ employees.
* Decreased process failure rate by 75% over the last 2 years.

My experience has equipped me to thrive in this position, from determining project goals to managing operational and administrative functional areas to developing positive relationships and coordinating multiple priorities. My skill to tactically prepare for and accomplish project objectives, as well as my interpersonal skills, organizational, and conflict management skills, enable me to succeed in this demanding role.

Please take a look at the attached resume to see my previous roles and expertise. I'm interested in learning more about the job. Thank you so much for taking the time to evaluate my application.

Best Regards,

[Your Name]