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| **robert smith**  **Project Scheduler** | 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]6  
[hiring.manager@gmail.com]

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

I read your job description for a new Project Scheduler with interest as a highly qualified Project Scheduler. My background, especially my position as a Project Scheduler at ABC Group, matches up well with the credentials you seek, and I am confident that I will be a beneficial addition to the team.

Please evaluate my current set of responsibilities written down below:

* Assess weekly and monthly submittals of project schedules and report on the status.
* Develop schedules that include project phasing, project milestones, etc.
* Coordinate scope details and tasks of multiple functional areas such as test, logistics, etc.
* Ensure regular communication of project status, appropriate stakeholders by various means.
* Perform critical path analysis and schedule risk analysis.
* Incorporate vital improvements to systems and processes.
* Generate Integrated Program Management Report deliverables.

In addition to the responsibilities mentioned above, I have a bachelor's degree in project management and am a Certified Project Scheduler. I am familiar with MS-Suite as well as the most up-to-date applications for easily analyzing project results.

I appreciate your taking the time to read my letter. My enclosed resume will include comprehensive details about my educational credentials and work experience to demonstrate my suitability for the role. If hired, I would greatly appreciate the opportunity to explore new facets of the project management field.

Best Regards,

[Your Name]