

Jordan Taylor

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Acme Corporation

RE: Entry Level Project Manager

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Project Manager position at Acme Corporation, which I discovered on LinkedIn. With a strong foundation in project coordination and a passion for driving team success, I am excited about the opportunity to contribute to your team and help achieve Acme's project goals.

During my internship at XYZ Solutions, I successfully coordinated a cross-functional team to implement a new client onboarding process. This initiative reduced onboarding time by 30%, significantly improving client satisfaction. Additionally, as part of my university capstone project, I led a team of five in developing a marketing strategy for a local business, which resulted in a 20% increase in their customer engagement within three months. These experiences have equipped me with the skills to manage timelines, resources, and stakeholder communications effectively.

I am particularly drawn to Acme Corporation's commitment to innovation and excellence. I am eager to bring my skills in project planning and team collaboration to your organization. I would welcome the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation's projects.

Sincerely,

Jordan Taylor