

May 13, 2009

Dear Omar,

I am responding to the Project Manager position that was posted on the Craigslist website today. As requested in the posting I have attached my current resume for your review. I have reviewed the position description and would like to highlight several key areas where my skills and experience are a match for the position's requirements:

Your Requirements

- Direct diverse teams towards a common goal
- 5 years experience with project management methodologies like Agile and RUP
- PMP Certification
- Bachelors degree in Computer Science

My Qualifications

- A team-oriented and organized manager able to lead diverse project teams to successful project completion
- Proficient in Agile and RUP Methodologies
- PMP Certified for five years
- BS degree in Computer Science with Honors, and a Minor in Finance

Thank you for taking the time to review my credentials for the Project Manager position. I would welcome the opportunity to meet with you to discuss my qualifications for this position in greater detail. I look forward to hearing from you about next steps.

Best regards,

Brenda Lee, PMP