Jane Emily Doe

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Dear Hiring Group,

I am submitting my resume for the ABC Consultant position at Company Name. I have more than a decade of experience managing software projects at Company Name where I lead a variety of complex, dynamic projects to achieve success in my roles in implementation and quality assurance. I am an energetic, creative, self-starter, and I would love an opportunity to make a difference at Company Name.

I excel at analyzing customer needs and translating and communicating new or enhanced functional requirements to meet ever-changing software or industry needs. For the past 10 years, I worked closely with business leaders, clinicians, and business analysts to efficiently and effectively map solutions to better position, optimize and advance health care organizations.

As a project manager, I know how to multi-task and simultaneously collaborate with a variety of stakeholder groups to meet project plan deadlines and budget requirements. I am acutely aware of the frustrations that arise if end-users are not able to effectively report and track issues. In my role as a Job Title, I developed new metrics to monitor the health of an installation that allows customers to see how end-users are responding to the system. This kind of support is critical in building strong customer relationships – my customers report a high-level of satisfaction with my work and I truly value the relationships I share with them.

I welcome the opportunity to serve in the Job Title role and work collaboratively with Account Managers and customers to develop plans to improve technology. In addition to my project management leadership, I would bring years of experience in coaching and mentoring staff to help achieve organizational success.

Company Name has gone through an exciting growth period over the past few years and I look forward to discussing how I may support your organization in that continued progress. Thank you for your time and consideration.

Sincerely,

Name
Email Address