

Dear Prospective Employer:

Are you seeking a talented project manager with the ability to develop, coordinate and maintain internal and external project plans in a cross functional environment while successfully directing and communicating effectively with other staff members ?

If so, I can do an excellent job for you.

For the past ten years, I have been working for the National Conservatory. During that time, I wore many hats as a project manager, webmaster and database manager for creation and development of several websites. I've successfully developed, maintained and coordinated project plans and assisted in the management of cross functional teams. I have also mentored, collaborated and supported team members to ensure projects were completed on time.

On an ongoing basis, I have provided updates to customers and other project participants and have been active in managing the change control process and now serve as the most junior member on the Conservatory Steering Committee that is comprised of Vice Presidents. In addition, I am an integral member of an internal team that is focused on the redevelopment of an organizational website as well as integration of various subsidiary sites.

I have a well defined background as a coder, database manager and website master and keep up-to-date on new technology. Currently, I lead the team in defining organizational needs for long distance learning/webinar technology. I have also been active in developing an on-line reporting systems application for partner reporting that includes both scoping and programming. Also, I enjoy the troubleshooting aspects of project development and am very skilled at finding and resolving problems.

I look forward to meeting with you so that I may learn more about the job and share with you my ideas on how I can contribute to the success of your company.

Sincerely,

Samuel Masters