

Marcus Dacelin

123 S Main Street, Branson, MO 65616 | (417) 111-0000 | mdacelin@umail.com

Monday, September 26, 2022

Ms. Lori Taylor

Hiring Manager
NZD Inc.
(123) 456-7890
email@example.com

Dear Ms. Taylor:

Recently, as Program Manager for Branson Enterprises, Inc., I saved 100 labor hours by automating our file transfer process. I hope to drive similar positive results at your company.

I'm a forward-looking, articulate IT program manager with three years of experience. I've met 100%+ of program goals throughout my career by expertly allocating resources, streamlining operations, and unifying and motivating cross-functional teams. My work highlights and qualifications also include the following:

- Led a custom HR software project that eliminated four meeting hours per week for 20 employees
- Broad, deep knowledge of PMO standard tools and SaaS platforms
- Recently completed MBA from Kansas State University
- Eager to learn and grow with a team of similarly driven, passionate associates and leaders

The enclosed resume contains a complete overview of my recent work and academic experience. I look forward to hearing from you and possibly learning more about this job opportunity soon. Thank you very much for your time.

Sincerely,

(Insert Signature Here)

Marcus Dacelin