

# Marcus Dacelin

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123 S Main St.,

Branson, MO 65616

**Ms. Lori Taylor**  
Hiring Manager  
NZD Inc.  
(123) 456-7890  
email@example.com

**September 26, 2024**

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 over 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 human resources (HR) software project that eliminated four meeting hours per week for 20 employees
- Broad, deep knowledge of project management office (PMO) standard tools and software as a service (SaaS) platforms
- Recently completed Master of Business Administration (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,

Marcus Dacelin