

Bob Hamilton

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Thomas Bell
Hiring Manager
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Dear Sirs

I should like to apply for the Project Manager's position, as advertised recently.

I am a qualified PRINCE2 project manager with a background in engineering and business management, and am currently working as a project manager working in the engineering industry. I work as part of a close knit team to ensure that projects are managed on time and to budget. Part of my duties involve drawing up the project delivery timescale, arranging contracts with suppliers for materials and services, checking the project at each stage, and reporting back to senior management on progress.

My work requires me to attend site meetings, visit contractors and suppliers and extensive travel away from home.

Prior to this role I worked as a member of the project support team and managed smaller projects as part of another job, being promoted to manage some larger scale projects.

I especially like to focus on budget control and finding solutions to complex problems.

I should like to find a project manager role where I can use my skills to help develop larger teams, working on large scale projects, particularly where there is a need to handle a many and varied type of supplier as I enjoy being out on site, checking project progress and monitoring delivery times versus budget sign off. I believe that the role you are advertising fits the description and I very much hope to have the opportunity to discuss the role with you in more detail.

I am available for interview at your convenience and references are available on request.

I attach my CV and look forward to hearing from you as appropriate.

Yours faithfully

Bob Hamilton

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