

Experienced Worker Example

Julie Yrjanson

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Rebecca Smith
Innovation Partnership
610 SW Alder, Suite 915
Portland, OR 97205

Dear Ms. Smith,

I was excited to see your posting for a project manager on the Office of Sustainable Development website for the Center for Innovative Partnerships; I learned of this position through Portland State University's CareerConnect. I am submitting my resume for your review in order to provide you specific information regarding my background, education, and experience.

I have over seven years experience as a project/production manager. I bring extensive multi-tasking skills, the ability to provide comprehensive schedules, to work within tight budgets, and passion for getting the job done. My knowledge of design and printing would be instrumental in the development of print materials for the Center for Innovative School Facilities. Moreover, I can offer you exceptional communication, interpersonal, and problem solving skills.

My strong personal interest in sustainable building practices and home remodeling also contribute to my enthusiasm for this position. I have completed five LEED-certified remodels in the last six years. I am therefore eager for the opportunity to apply my knowledge and experience to solve community problems with sustainable solutions.

I am confident in my ability to make both an immediate and long-term contribution to the Center for Innovative Partnerships. I welcome an opportunity to meet with you to discuss my qualifications and candidacy in further detail. Thank you for your time and careful consideration.

Sincerely yours,

Julie Yrjanson