

University of Michigan
ATTN: Mr. Jeff Evans
4901 Evergreen Rd,
Dearborn, Michigan 48128

January 12, 2011

Dear Mr. Evans,

I am very interested in the Project Manager position currently posted on the Wilmer Hale website. I enjoy working in a fast paced environment where I am able to support program groups, and use my organization and communication skills to successfully complete daily responsibilities.

As you will notice on my resume, for close to two years, I was the office manager and a customer service representative at Air Graphics, a firm in downtown Boston. I was the first contact person for all clients and employees. I courteously answered phone calls, took orders by phone and in person, tracked and managed over 50 projects a day, assisted with the management of employees, resolved employee conflicts, trained new employees, scanned and faxed documents, generated and filed reports, invoiced and billed clients, tracked expenses, among various other daily administrative responsibilities. With my extensive project management experience above, I will be able to assist the Records Manager and the team by assisting in the management of projects.

Additionally, for the past six months I worked as an account manager at NSK, Inc., a small-business focused IT firm in downtown Boston. While working in a team environment, I was in charge of setting up meetings and conference calls with IT Managers and decision makers of reputable firms in Boston. I managed calendars for the Sales and IT Managers, wrote and edited large-scale proposals, managed a database of prospects, and successfully closed deals with clients in and around Boston. I would enjoy using my communication skills to collaborate with a team of equally as motivated employees at Wilmer Hale.

While working at the well-known firms above, I gained exceptional organization, leadership, and communication skills that will be of value to the Project Manager position at Wilmer Hale. Please take a moment to review my resume, and feel free to contact me by phone at 617-111-1111 or email me back if you are interested in speaking more with me about this opportunity.

Sincerely,

Annie Fay