**Dennis Robinson** [Street Address] New York, NY 55900 | (555).555.5555 | [Email Address]

**Today’s date**

Mr. David Lee, Program Managing Director

ABC Company

Address, City, State, zip

**Re: Project Coordinator Position**

Dear Mr. David Lee,

My good friend, Danny Morris, told me that your company requires an experienced project coordinator and I am attaching my resume listing my experience with the hope that you’ll find it an excellent match for your needs.

My organizational talent, communication skills, time management, and accounting ability allow me to multi task efficiently to ensure that projects run on schedule.   
I am results-oriented and able to resolve issues with subcontractors and construction workers, and am very familiar with construction techniques and equipment.

I learned various strategies for directing projects while working under supervisors and am able to apply what I learned and utilize my own analysis of the situation to coordinate all teams for getting projects completed according to budget and deadline.

I thank you for your attention and will be waiting to hear from you so I can fill in any further details.

I can be reached at the above email or cell phone.

Sincerely,

**Dennis Robinson**

**Enclosure: Resume**