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| JacobHancock |  | JH |
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| Nashville, TN805.555.0105jacob@example.com |
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| August 5, 20XXEugenia LopezHiring ManagerAdatum Corporation345 W. MainLos Angeles, CA14151 |  | Dear Eugenia Lopez,I am excited to submit my application for the Project Manager position at your company. As an experienced project manager with a bachelor’s degree in computer science and a master’s degree in business administration, I am confident in my ability to manage complex technical projects and collaborate effectively with cross-functional teams.In addition to my technical skills, I have also developed strong leadership and problem-solving skills, which have enabled me to effectively manage teams and mitigate risks. As a hackathon participant and volunteer programming instructor, I have also demonstrated my ability to work well under pressure and communicate complex technical concepts to a diverse range of audiences.I am excited about the opportunity to contribute my skills and experience to your team and help drive the success of your projects. Thank you for considering my application. I look forward to discussing my qualifications further.Sincerely**,**Jacob Hancock |