

ALISSA REGAN

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March 9, 2021

YVETTE RHODES

Senior Hiring Manager
Pearson
(000) 111-2222
y.rhodes@youreemail.com

Dear Ms. Rhodes,

Assisting a platform owner to create an innovative technology tool to make learning accessible to students with visual impairments was my proudest achievement of 2020. I hope to provide Pearson's clients with the same excellent service and play a part in creating industry-leading online learning environments at your company.

As an inspiring and dedicated project manager with 6+ years' experience overseeing education technology projects, Pearson's mission to promote inclusion through cutting-edge tools appeals to me. My recent achievements clearly demonstrate that I possess the skills and abilities to succeed in the role:

- Overseeing numerous complicated projects simultaneously in 2020 while still achieving 99% client satisfaction
- Successfully resolving 100% of problems ahead of schedule over 2 years to ensure a smooth service rollout
- Receiving a personal letter of thanks from a major client for providing expert guidance on how to integrate accessibility features into their online platform

I look forward to attending an interview to discuss how my extensive knowledge and expertise can help create learning opportunities for people with disabilities at Pearson. Please let me know a suitable time to meet.

Sincerely,

(Insert Signature Here)

ALISSA REGAN

P.S. I would love to explain why I was named Manager of the Year at my organization in 2019.