

Tamika Sawyer

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March 18, 2021

Lola Gonzalez
Senior Hiring Manager
Aecom
(876) 543-2109
l.gonzalez@youreemail.com

Dear Ms. Gonzalez,

Last year, I completed 93% of my project responsibilities ahead of schedule, allowing multiple complex projects to complete on time. My managers stated that my contributions helped convert 73% of clients into repeat customers. I hope to offer the same efficiency and commitment as a project manager at Aecom.

As an ambitious staff coordinator with 3+ years' experience in the renewable energy industry, I am keen to take the next step in my career as a project manager at Aecom. I am drawn to your company's reputation for improving communities through sustainable infrastructure. My recent accomplishments include:

- Managing the office budget and negotiating favorable contracts, slashing supply costs by 34% in a single year
- Identifying a major billing discrepancy and resolving it quickly, preventing a significant financial loss
- Providing training to four new hires to improve their knowledge of statistical report preparation

I would like to attend an interview to discuss how my previous experience and extensive industry knowledge can make me an effective manager at Aecom. Please don't hesitate to get in touch to schedule an appointment.

Sincerely,

Tamika Sawyer

P.S. I would love to explain why I received a workplace commendation for my superb attention to detail in March 2020.