

# Hallie Webster

Project Manager  
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March 18, 2021

## Estelle Atkinson

Senior Hiring Manager  
Cano Health  
(321) 098-7654  
e.atkinson@youreemail.com

Dear Ms. Atkinson,

Last year, I spearheaded my company's internship initiative, providing training and mentorship to 25 aspiring project coordinators over 12 months. This endeavor led to the acquisition of eight talented new hires, increasing departmental productivity by 34%. I hope to demonstrate the same innovation and strong leadership as a Project Manager at Cano Health.

I understand that you are looking for an experienced individual with the ability to manage large teams to deliver multiple complex projects simultaneously. As a seasoned professional with more than 14 years of project management experience, the challenge of multitasking on projects that directly improve health care systems for my local community appeals to me. My recent achievements include:

- Reducing project delays by 43% in 2020 through rigorous contingency planning
- Completing 76% of deliverables ahead of schedule by carefully delegating tasks to staff members best placed to handle them efficiently
- Negotiating assertively with contractors and vendors to complete 45% of projects under budget without compromising quality or specifications

I hope to meet to explore how my extensive stakeholder management experience and detailed industry knowledge can help Cano Health achieve its aims in 2021. Please let me know a convenient appointment time.

Sincerely,

*(Insert Signature Here)*

## Hallie Webster

P.S. I would like to tell you how I secured over \$100,000 of repeat business in a single fiscal quarter in 2020.