Jordan Blake

IT Project Coordinator

(555) 123-4567

jordan.blake@email.com

Seattle, WA

To
Hiring Manager
TechNova Solutions

Dear Hiring Manager,

I am excited to apply for the IT Project Coordinator position at TechNova Solutions. With over three years of experience managing cross-functional teams and coordinating complex IT projects, I am confident in my ability to contribute effectively to your dynamic team.

At my previous role with DataBridge Technologies, I successfully coordinated the rollout of a cloud migration project involving 10 departments and multiple external vendors. This initiative improved system uptime by 25% and reduced operational costs by 15%. I am proficient in project management tools such as Jira, Confluence, and Microsoft Project, which I have used to track progress, manage risks, and ensure timely delivery.

My strengths lie in clear communication, problem-solving, and detailed scheduling—skills that have helped me align diverse stakeholders and keep projects on track. I thrive in fast-paced environments and am passionate about leveraging technology to solve business challenges.

I look forward to the opportunity to bring my organizational skills and IT project expertise to TechNova Solutions. Thank you for considering my application. I am eager to discuss how I can support your upcoming projects.

Best regards,

Jordan Blake