

Kaitlinn Coban

Project Manager

Dear Keyna Clatworthy,

I am thrilled to express my interest in the Project Manager role at Google. The opportunity to contribute to such an innovative company is immensely exciting.

With over eight years of experience at Microsoft, I have honed my skills in project management and strategic planning, driving successful initiatives in a fast-paced environment.

Some key achievements from my previous roles include:

- Spearheading a cross-functional team to **reduce project delivery time by 30%**, enhancing customer satisfaction.
- Leading the development of a new software tool that increased team efficiency by **40%**.
- Successfully managed a multi-million-dollar project, delivering it **under budget and ahead of schedule**.
- Implemented a risk management strategy that decreased project risks by **25%**.

I bring to the table a wealth of skills in agile methodologies and a knack for fostering collaborative team environments. My PMP certification further underscores my commitment to excellence in project management.

Additional qualifications include:

- **PMP Certification** from the Project Management Institute, showcasing my dedication to best practices.
- Awarded the **Microsoft Gold Star** for outstanding leadership and impact in 2022.
- Active participant in community tech workshops, promoting digital literacy.

Google's mission to organize the world's information and make it universally accessible resonates deeply with me. I am particularly inspired by your recent efforts in AI advancement, which align with my passion for leveraging technology to create meaningful change.

In closing, I am eager to bring my expertise to Google and contribute to your groundbreaking projects. I welcome the opportunity for further discussion.

Warm regards,

To

Keyna Clatworthy

Google

488 Madison Avenue, New York, NY

From

Kaitlinn Coban

West Jordan, UT

(545) 258-2487

kaitlinn.coban@gmail.com