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Darcy R. Heath

123 Mulberry Street
Stillwater, MN 58329

August 12, 2019

EcoSource
12123 Fall Street
Eau Claire, WI 54703
Attn: Patricia West

Dear Patricia West:

Please accept this letter of interest regarding the Project Manager position available at EcoSource. I learned of the position while reviewing Handshake. As a passionate and committed graduate, I am looking forward to continuing my career path at EcoSource.

As I read your position description, I have experience in each item you outline. My Bachelor of Arts degree in Organizational Communication has taught me interpersonal and leadership skills, while offering me practical experience. I have worked in a professional environment as an intern at FOX Sports North where I developed project work schedules, engaged team members, and managed day to day project tasks. I monitored work-flow requirements to meet timelines and quality assurance standards. Bringing a high attention to detail and strong communication skills to the position, I organized company events and managed social media campaigns. I enjoyed this experience and further confirmed my interest in working as a project manager.

As a Student Supervisor of the Service Center team in Davies Center at UW-Eau Claire, I have honed my customer service skills, which I consider essential to the profession of project management. My

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References

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Darcy R. Heath

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Education

University of Wisconsin-Eau Claire (UWEC), Eau Claire, WI: December 2018

Bachelor of Arts: **Organizational Communication and International Business**



Darcy R. Heath

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REFERENCES

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