# BRIAN TRAN

*Junior Project Manager*

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Dear Ms Jacobsen,

As a recent university graduate specialising in Information Technology, I am thrilled to apply for the Junior Project Manager position at NTT Communications.

Project management is all about being able to handle a variety of tasks and deadlines, and I have a wide range of skills from my academic and extracurricular experiences that I believe would be highly applicable to this position, such as:

* **Strategic Planning:** During my time as the President of the Student Council, I developed and executed a strategic plan that resulted in a 25% increase in student engagement and satisfaction ratings.
* **Communication:** As a volunteer for a local non-profit organization, I was responsible for communicating the organization's mission and goals to potential donors, spearheading a 20% increase in donations over the course of a year.
* **Team Leadership:** In my role as captain of the university's debate team, I led a squad of 15 members to a regional championship by using effective leadership strategies and maintaining high levels of team morale and motivation.
* **Risk Management:** During a summer internship at a construction firm, I identified and mitigated potential project risks involving quality issues and contract disputes, resulting in a 10% reduction in project delays and cost overruns.

I am confident that my organisational skills and technical background will allow me to successfully bring cloud networking services to NTT’s thousands of customers. Thank you for considering my application.

Sincerely,

Brian Tran