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**Isabelle Brody, Hiring Manager**

PharmaCord

150 Hilton Dr.

Jeffersonville, IN 47130

**Dear Ms. Brody:**

While studying for my bachelor’s in business administration with a friend, I witnessed firsthand the critical importance of pharmaceutical accessibility as he struggled to find a provider who could find him affordable insulin. Luckily, he finally received the care he needed; now, I am determined to apply my 9 years of corporate and managerial experience, my strategic thinking, and my knack for risk identification and management planning to ensure that other patients can access medications and receive necessary support as well.

As a highly communicative and results-oriented senior project manager, I am at ease with organizing project milestones, implementing carefully strategized plans, and propelling my team to successful outcomes. During my previous time as a project manager at Teachable, I collaborated with 56 instructors to gather feedback on their learning app, which I then translated into high-quality status reports. I then applied this data toward risk identification and mitigation to boost customer satisfaction by 34 percent. Teachable’s client base has since scaled to 12M users thanks to these improved ratings.

The opportunities I have had to lead diverse, bright project teams have enriched my interpersonal skills, empowering me to pilot successful client launches by communicating project scope, budget, and schedule through meetings and one-on-one collaboration. For example, I collaborated with 4 of Stripe's other project managers, using Waterfall and Agile to lead software development teams through a platform UI revamp that was completed ahead of time and grew sales by $1.1M.

My professional background has developed and honed excellent relationship management skills and the ability to adapt quickly to shifting circumstances, so I can ensure that high-quality results are consistently delivered on time. I thrive in collaborative cultures and look forward to leveraging deep insights as your next senior project manager. Thank you for reviewing my application, and I welcome the chance to prove to you how I can expand PharmaCord’s connections.

Sincerely,

**Cynthia Anderson**

**January 23, 2023**

*Senior Project Manager*

**CYNTHIA ANDERSON**

**ENCLOSURES**

Resume; Application; ACP certification

**TO**