

MD Group

Reading

Reading, 6 August 2026

Dear Hiring Manager,

I am writing to express my interest in the Junior Project Manager position at MD Group, as advertised on. I recently obtained my bachelors degree from the University of London, where I developed a solid foundation in project management principles, including scope definition, time management, and risk analysis. My coursework emphasised the importance of effective communication and collaboration, skills that I am eager to apply in a professional setting.

During my time at university, I had the opportunity to work on several group projects, where I took on the role of team lead. This experience allowed me to hone my leadership skills, ensuring that team members stayed on task and that project objectives were met within established timelines. In addition to my academic and practical experience, I am highly proficient in project management tools such as Microsoft Project and Trello. I am a quick learner and am confident in my ability to adapt to new technologies and methodologies.

I am attracted to J&J Consultants because of its reputation for innovation and commitment to excellence. I am excited about the opportunity to contribute to your team and am confident that my strong analytical and problem-solving skills, coupled with my dedication to achieving project goals, make me a valuable asset.

I would welcome the opportunity to further discuss how my skills and enthusiasm align with the needs of J&J Consultants. Thank you for considering my application. I am looking forward to the possibility of contributing to the success of your projects.

Sincerely,
Lidia Johnson