Andre Nicklas

2228 Cardinal Cove Cir

Sanford, FL 32771

+1-305-457-0639

[nickl42a@gmail.com](mailto:nickl42a@gmail.com)

April 22, 2013

Fiserv Recruiters

Dear Sirs,

I am applying for the position as a Project Manager Medium Scope. I am employed at Fiserv and I am seeking to improve in my career in the Project Management field.

The job description matches my expectations in skills and responsibilities. Many of the described tasks have been my responsibility in my current position. This experience will definitely benefit me and I am certain that I can contribute a lot to the Project Management work at LACC.

From my current and previous employments, I bring long term experience in managing small projects in a software development environment. In the past, I have also managed medium size projects, for example during my previous employment at Siemens, I managed parts of a 12 million USD project in Europe and the Americas. Additionally, I possess a wide, recent, theoretical knowledge I have acquired in the preparation for a PM certification I am planning to complete this year.

I am very experienced with Open Workbench, MS Project, MS SharePoint and the usual office software. I am highly skilled with software that is commonly used in at Fiserv, including ACM and CA Clarity. I am well trained on the Fiserv product line-up and its interdependencies and in good command of the terminology used in development and deployment.

One of my greatest skills is fast learning. I can easily adapt to new requirements and apply know-how of other fields. This makes me an efficient worker who can always concentrate on the key responsibilities. I am very analytical which helps me to resolve problems very quickly. I am well-written and in good command of English language. I also have good knowledge of the French language and a strong basis to improve my Spanish on. I do not hesitate to approach people, both known and unknown. I work well under pressure and do not turn my back if my initiative is required. Lastly, I am very loyal and I take pride in delivering good work.

I would like the opportunity to interview for the position. I will contact you in the next two weeks to see if you require any additional information regarding my qualifications. I am available as of now and I will be glad to give further information via email at [nickl42a@gmail.com](mailto:nickl42a@gmail.com) or by phone at 305-457-0639.

Best regards,

Andre Nicklas