



Contact

- 📍 **Address**
123 Elm St, Springfield, IL 62701
- 📞 **Phone**
(217) 555-0123
- ✉ **Email**
ngoc.ballard@example.com
- 🌐 **LinkedIn**
linkedin.com/in/ngocballard
- 🌐 **Website**
ngocballard.com

Ngoc Ballard

Senior Project Manager / Scrum Master

JUNE 24, 2026

Hiring Manager
Innovative Solutions Corp
New York, NY

Dear Hiring Manager,

I am excited to apply for the Senior Project Manager / Scrum Master position at Innovative Solutions Corp. This role aligns perfectly with my extensive experience in project management, as well as my earnest desire to foster effective Agile practices across diverse teams and projects.

During my tenure at Tech Solutions Inc., I orchestrated multiple high-profile software development projects, maintaining compliance with governance standards while enhancing stakeholder engagement. Leading Agile ceremonies transformed our collaboration approach, ultimately improving team visibility and output. I have always prided myself on my commitment to keep communication flowing, which I often found essential when tackling challenges head-on.

While I've enjoyed many victories, I also faced obstacles, often needing to pivot when confronted with unanticipated risks or delays. For instance, at Innovatech Solutions, I adapted project plans mid-course, which resulted in a significant increase in delivery speed. These experiences taught me to think quickly and strategically.

Equipped with a PMP certification and a Certified ScrumMaster credential, I understand the delicate balance of adhering to project timelines while ensuring fiscal accountability. My history of providing insightful project status reports has also been key in maintaining alignment across teams.

I look forward to the opportunity to discuss how my unique skill set can benefit Innovative Solutions Corp and contribute to achieving its strategic goals.

Thank you for considering my application.

Sincerely,

Ngoc Ballard

Ngoc Ballard