

## 1 High Quality Project Manager for Nordic Head Office in Copenhagen

2 My professional passion lies in the field of Project Management, especially with projects where the demands for quality are high, and under tight time frames. I am therefore very motivated for this position, where I will get the opportunity to work on short-term projects with a high priority, and where I can make use of my ability to find fast solutions as well as make good stakeholder management. To work as a Project Manager for Novo Nordisk that has accomplished not only to make a successful business, but also to make an important difference for diabetes patients worldwide, makes this position even more motivating for me.

## 3 5 years of Project Management Experience

Through positions at Kono Business & Development, CBS, and latest at Dansk Industri I have successfully been responsible for managing several short- and medium-term projects. This has given me a strong toolbox of Project Management skills along with a Prince2 certification that I can offer as Project Manager at Novo Nordisk.

## 4 Strong Stakeholder Management Skills

I believe one of the important keys in running a successful project is the ability to create strong relationships to stakeholders internally and externally. Throughout my 3 years of working as a Development Consultant for Dansk Industri part of my job has been to clarify customer needs, and make sure that their expectations were met. This has strengthened my skills to manage good cooperation with relevant stakeholders on the projects I have been managing. Moreover, maintaining relationships is in my experience key when securing future internal and external projects and business. These skills I will be able to apply for this position, where a lot of cross departmental stakeholders will be involved.

### International Experience and Cross-Cultural Understanding

All through my career, since my master of International Studies and Psychology, I have had an international orientation. The past 5 years I have been developing business plans for tailors in Sierra Leone, running projects in the Department of Intercultural Communication & Management at CBS, and been responsible for introducing the Danish Labour market for foreign leaders and partners at Dansk Industri. That along with an exchange semester in France has built up a strong cross-cultural understanding as well as an appreciation of how better results can be gained through diversity. Thus, a focus point of mine is communicating with an eye for cultural differences, which I believe essential to running successful projects in Novo Nordisk.

### Structured Planner with a Focus on Delivering High Quality on Time

As a person my strongest skill is my strong sense of structuring and planning any project, I am handed. I map and chart all necessary details of a project, make sure to communicate to all stakeholders and have a strong focus on delivering high quality on time.

5 I look forward to the opportunity for a personal interview, where I can elaborate on the above.

Kind regards,  
Caroline Carson

## Guide:

### 1. Headline

A good headline captures the reader's attention in one line. What makes you stand out?

### 2. Motivation

The purpose of the motivational paragraph is to address the following two questions:

1. What motivates you about the position and the content of the position?
2. Why would you like to work for this company in particular? Specify at least one example that helps give the impression that you know the company.

### 3. Subheaders

Subheaders work as a guide for the reader and helps the reader get a good overview of your key points, as well as how you match the tasks described in the job add.

- Which skills are the most relevant for the position?

### 4. Paragraphs

The two to three paragraphs in the middle of the application focus on, what you can offer that is relevant for the position. Each paragraph will usually consist of:

- The subheader (in bold)
- A more in-depth description of where you have obtained and made use of the skills, you are mentioning in the subheader
- Connect to the job in question – how will your skills help solve the tasks related to the job?

It is a good idea to help support your claims with examples.

### 5. Closing

In the final paragraph, you can describe what kind of colleague they will get, should they choose you. Describe what makes you stand out that would be relevant in the position. Avoid lists and clichés that are too general and could describe anybody.