

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the Project Manager position at [Company's Name] as advertised [mention where you found the job listing]. With [number] years of experience in project management and a strong commitment to inclusive practices, I am excited about the opportunity to contribute to your team.

Throughout my career, I have successfully led a diverse range of projects, ensuring that all voices are heard and valued. I believe that inclusivity not only fosters innovation but also enhances team collaboration and problem-solving. In my previous role at [Previous Company], I implemented a project workflow that integrated feedback from team members across various backgrounds, resulting in a [specific achievement or outcome].

I am particularly drawn to [Company's Name] because of your commitment to [specific value, initiative, or project related to inclusivity]. I am eager to bring my skills in strategic planning, stakeholder engagement, and resource management to drive successful outcomes for your projects while promoting an inclusive work environment.

I look forward to the opportunity to discuss how my background, skills, and values align with the goals of [Company's Name]. Thank you for considering my application. I am excited about the possibility of contributing to your team's success and living out the principles of inclusion in every project.

Warm regards,
[Your Name]