

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the ICT Project Coordinator position at [Company Name] as advertised on [where you found the job listing]. With a strong background in Information and Communication Technology management and a proven track record of successfully coordinating projects from initiation to completion, I am excited about the opportunity to contribute to your team.

In my previous role as [Your Last Job Title] at [Your Last Company Name], I successfully managed multiple ICT projects, ensuring they were delivered on time, within scope, and within budget. I facilitated communication between stakeholders, streamlined processes, and implemented project management tools that improved team productivity by [specific percentage or achievement].

I am particularly drawn to this position at [Company Name] because of [reason specific to the company or their projects], and I believe my skills in [specific skills related to the job] will enable me to effectively coordinate your ICT projects.

I am looking forward to the opportunity to further discuss how I can contribute to the success of your team. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]