

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

Dear [Recipient's Name],

I am writing to express my interest in the IT Project Manager position at [Company's Name], as advertised on [Where You Found the Job Posting].

With over [number] years of experience managing complex IT projects and a proven track record of delivering them on time and within budget, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully led [specific project or initiative], where I [describe your role, responsibilities, and key achievements]. This experience honed my skills in project planning, risk management, and stakeholder communication, ensuring that all project objectives were met while maintaining high-quality standards.

I am particularly impressed by [something notable about the company or project they are working on], and I am eager to bring my expertise in [specific skills or technologies relevant to the company] to your team. I am adept at fostering collaboration among cross-functional teams and driving initiatives that enhance processes and project outcomes.

I am excited about the opportunity to contribute to [Company's Name] and help ensure the successful execution of your IT initiatives. Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with your needs.

Sincerely,
[Your Name]