

****Job Application Letter Outline for Project Manager Position****

1. **Your Contact Information**

- Name
- Address
- City, State, Zip Code
- Email Address
- Phone Number
- Date

2. **Employer's Contact Information**

- Hiring Manager's Name
- Company Name
- Company Address
- City, State, Zip Code

3. **Salutation**

- Dear [Hiring Manager's Name],

4. **Introduction**

- Introduce yourself.
- State the position you are applying for.
- Briefly mention how you heard about the job opening.

5. **Body Paragraph 1: Relevant Experience**

- Outline your previous project management experience.
- Highlight specific projects and accomplishments.
- Mention relevant skills and methodologies used.

6. **Body Paragraph 2: Key Competencies**

- Discuss your soft skills (leadership, communication, etc.).
- Mention relevant certifications (PMP, Agile, etc.).
- Provide examples of problem-solving or conflict resolution.

7. **Body Paragraph 3: Fit for the Company**

- Explain why you are interested in this company.
- Align your values and goals with the company's mission.
- Mention any knowledge of the company's projects or industry.

8. **Conclusion**

- Reiterate your enthusiasm for the position.
- Thank the hiring manager for considering your application.
- Express your desire for an interview to discuss your qualifications further.

9. **Closing**

- Sincerely,
- [Your Name]

10. **Optional: Enclosure**

- Include a note about your resume and any other documents attached.