

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

Dear [Recipient Name],

I am writing to express my interest in the Project Manager position at [Company Name] as advertised [where you found the job listing]. With a proven track record of successfully managing projects from initiation to completion, I am confident in my ability to contribute to your team's success.

In my previous role at [Your Previous Company], I led a team of [number] individuals on [project name or type], where we achieved [specific achievements or goals, e.g., completed the project 10% under budget and two weeks ahead of schedule]. My expertise in [mention relevant skills or tools, e.g., Agile methodologies, Microsoft Project] allows me to efficiently allocate resources and manage deadlines effectively.

I am particularly drawn to [Company Name] because of [specific reason related to the company's projects, values, or reputation]. I believe my experience in [mention any relevant industry or project type] aligns well with your team's goals, and I am excited about the opportunity to bring my skills in strategic planning and stakeholder communication to your esteemed organization.

Please find my resume attached for further details on my professional background. I look forward to the opportunity to discuss how my experience can benefit your team. Thank you for considering my application.

Sincerely,
[Your Name]