

[Your Name]  
[Your Address]  
[City, State ZIP]  
[Email Address]  
[Phone Number]  
[Date]

[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State ZIP]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Project Manager position at [Company Name], as advertised on [where you found the job posting]. With over [X] years of extensive experience in leading cross-functional teams, successfully delivering complex projects, and exceeding organizational objectives, I am confident in my ability to contribute effectively to your team.

Throughout my career, I have led multiple high-value projects from initiation to completion, managing budgets exceeding \$[amount], and delivering results on time and within scope. My competencies include risk management, stakeholder engagement, process optimization, and collaborative leadership. At [Previous Employer], I spearheaded the [Project Name] initiative, resulting in a [measurable outcome, e.g., 30% cost reduction or improved customer satisfaction]. My ability to navigate challenging project dynamics and deliver innovative solutions aligns closely with the requirements of this role.

I am PMP certified and possess a proven track record of adapting to fast-paced environments while maintaining a focus on strategic objectives and quality deliverables. I am particularly drawn to [Company Name]'s commitment to [core value, mission, or recent project relevant to your expertise], and I am eager to bring my skills and experience to your organization.

In alignment with your request, my salary requirement is in the range of \$[salary range] annually, which is based on my experience, the industry standards, and the responsibilities outlined in your job description. I am, however, open to discussing compensation further based on the full benefits package and the opportunities for growth at [Company Name].

I would welcome the opportunity to further discuss how my experience, credentials, and ambitions would be a valuable addition to your project management team. Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,  
[Your Name]