Project Manager Cover Letter

Cover Letter Template — MyCoverLetters.com

[Your Name]
[Your Address]
[City, State ZIP]
[Your Email] | [Your Phone]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to apply for the [Job Title] position at [Company Name]. As a certified project manager with [X years] of experience delivering complex projects on time and within budget, I am excited about the opportunity to bring my leadership and organizational skills to your team.

At [Current Company], I have managed projects valued at up to $[amount] with cross-functional teams of [number] members. I am experienced in both [Agile and Waterfall/specific methodologies] and have consistently achieved [describe outcomes such as on-time delivery rate, stakeholder satisfaction, or process improvements]. I hold [certifications such as PMP, CSM, or PRINCE2].

What appeals to me about [Company Name] is [specific reason — company growth, project complexity, industry impact]. I thrive in environments where strategic planning, stakeholder communication, and risk management are critical to success.

I would welcome the chance to discuss how my project management experience can support your organization's goals. Thank you for your consideration.

Best regards,
[Your Name]