

[Your Full Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number] | [Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name/Title]
[Department Name]
[Institution/Organization Name]
[Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the **Humanities Research Project Manager** position for [Project Name/Department] at [Institution], as advertised in [Source]. With a background in [Specific Field of Humanities] and [Number] years of experience managing complex academic initiatives, I am eager to apply my skills in cross-disciplinary coordination and grant administration to your team.

Throughout my career, I have successfully bridged the gap between academic inquiry and operational execution. At [Previous Institution], I oversaw [Name of Project], where I managed a budget of [Amount] and coordinated a team of [Number] researchers and student assistants. My experience includes streamlining archival workflows, organizing international symposia, and ensuring compliance with [Specific Granting Body, e.g., NEH/Mellon] requirements. I am particularly adept at [Skill: e.g., digital humanities tool implementation or stakeholder communication], which allows me to facilitate productive collaboration between faculty and external partners.

Your current work on [Specific Research Topic or Project mentioned in job post] resonates with my commitment to [Specific Value, e.g., public humanities or preservation]. I am confident that my ability to manage timelines, curate research outputs, and navigate institutional bureaucracy will allow the principal investigators to focus on their scholarship while I ensure the project remains on schedule and within budget.

I look forward to the possibility of discussing how my project management methodology and passion for the humanities can contribute to the success of [Department/Project Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]