

[Your Full Name]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

Dear [Hiring Manager Name or "Project Management Team"],

I am writing to formally express my interest in the **Junior Project Management Associate** position at [Company Name], as discussed with [Name of Referral/Contact] during our recent conversation regarding your team's growth.

As an aspiring project management professional with a background in [Your Degree or Current Field], I have developed a foundational expertise in cross-functional coordination, resource scheduling, and [Specific Skill, e.g., Agile Methodologies]. During my recent tenure at [Previous Company/University Project], I successfully [Mention a quantifiable achievement, e.g., assisted in delivering a project 10% under budget], which solidified my commitment to driving operational efficiency.

What draws me to [Company Name] is your innovative approach to [Specific Industry Problem or Project]. I am eager to bring my proficiency in [Software, e.g., JIRA, Asana, or MS Project] and my proactive problem-solving mindset to support your senior project managers in delivering high-quality results.

I have attached my resume for your review and would welcome the opportunity to discuss how my organizational skills can contribute to the continued success of the [Specific Department] team.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]