

[Your Full Name]
[Your LinkedIn Profile URL]
[Phone Number] | [Email Address]

[Date]

[Recipient Name]
[Job Title]
[Agency Name]
[Office Address/City]

Dear [Recipient Name],

I have long admired [Agency Name]'s approach to [mention a specific campaign or niche, e.g., experiential branding/performance marketing], particularly your recent work for [Client Name]. As a Project Manager specializing in [mention specialty, e.g., creative production/omnichannel strategy], I am reaching out to introduce myself and explore how my background in streamlining agency workflows might align with your team's growth.

Currently, at [Current/Previous Company], I oversee [Type of projects] with budgets exceeding [Amount]. My focus is on bridging the gap between creative vision and operational efficiency. Some highlights of my recent work include:

- [Key Achievement 1: e.g., Reduced production turnaround time by 15% across digital accounts].
- [Key Achievement 2: e.g., Managed cross-functional teams of 10+ creatives and developers for high-stakes launches].
- [Key Achievement 3: e.g., Successfully implemented new PM software that improved resource utilization].

I understand the fast-paced nature of the agency world and the importance of maintaining high-touch client relationships while meeting tight deadlines. I am particularly interested in how [Agency Name] is navigating [current industry trend, e.g., AI integration in creative workflows] and would love to contribute my expertise in project lifecycle management to your upcoming initiatives.

I have attached my resume for your review. Even if there isn't an immediate opening on the PM team, I would welcome the opportunity for a brief introductory call or a coffee to discuss the evolving landscape of [Specific Marketing Field] and how I might be a fit for future needs.

Thank you for your time and for the inspiration your team provides the industry.

Best regards,

[Your Name]