

**[Your Full Name]**

[Your Portfolio Link / LinkedIn Profile]

[Your Email Address]

[Your Time Zone/Location]

[Date]

**[Hiring Manager Name]**

[Company Name]

[Remote/Office Address]

**Subject:** Remote Project Manager Application - [Your Name]

Dear [Hiring Manager Name],

I am writing to express my interest in the Project Manager position at [Company Name]. Having followed [Company Name]'s recent work in [Specific Industry/Project], I am impressed by your commitment to [mention a company value or recent achievement]. With [Number] years of experience managing distributed teams, I am confident in my ability to streamline your remote workflows and deliver projects on schedule.

In my previous role at [Previous Company], I specialized in managing complex lifecycles within remote environments. My core competencies include:

- **Distributed Team Leadership:** Successfully led a team of [Number] across [Number] time zones using [Tool, e.g., Asana, Jira, Slack].
- **Efficiency Optimization:** Reduced project turnaround time by [Percentage]% by implementing [Specific Methodology, e.g., Agile, Scrum, Kanban].
- **Communication:** Expert in maintaining stakeholder alignment and transparent reporting without the need for traditional office oversight.

I am particularly drawn to this role because [Company Name]'s remote-first culture aligns with my philosophy that clear documentation and proactive communication are the foundations of successful project delivery. I am eager to bring my expertise in [Specific Skill, e.g., Budgeting, Risk Mitigation, or Software Development Life Cycle] to your current initiatives.

Thank you for your time and consideration. I have attached my resume and look forward to the possibility of discussing how my background in remote project management can support [Company Name]'s upcoming goals.

Best regards,

[Your Signature]