

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[LinkedIn Profile URL]

[Date]

To: [Hiring Manager Name]

Company: [Company Name]

Dear [Hiring Manager Name], I am writing to express my interest in the [Job Title] position at [Company Name]. I was referred to this role by [Referral's Name], who currently works as a [Referral's Job Title] within your organization. With [Number] years of experience in remote product management, I have developed a specialized skill set in leading distributed cross-functional teams and managing the full product lifecycle asynchronously. At my previous role with [Previous Company], I successfully [Key Achievement, e.g., launched a feature that increased retention by 20%] while maintaining high velocity in a 100% virtual environment. I am particularly drawn to [Company Name]'s mission to [Company Mission/Product Goal]. My expertise in [Specific Skill, e.g., Agile methodologies, Jira, or Product Discovery] aligns directly with the requirements of this role. I am adept at using digital collaboration tools to bridge the gap between engineering, design, and stakeholders, ensuring product vision remains clear despite physical distance. Thank you for your time and consideration. I look forward to the possibility of discussing how my background in virtual product leadership can contribute to the continued success of [Company Name]. Best regards,

[Your Signature Name]
