

*[Your Name]*  
*[Your Phone Number]*  
*[Your Email Address]*  
*[Date]*

*[Hiring Manager Name]*  
*[Company Name]*  
*[Company Address]*

**RE: Application for *[Job Title]* - Referred by *[Referrer Name]***

Dear *[Hiring Manager Name]*,

I am writing to express my interest in the *[Job Title]* position at *[Company Name]*. I was encouraged to apply for this role by *[Referrer Name]*, who has spoken highly of your team's commitment to *[Specific Company Value or Project]*.

With over *[Number]* years of experience as an Agile Project Manager, I have a proven track record of guiding cross-functional teams to deliver high-quality software solutions. In my previous role at *[Previous Company]*, I successfully implemented *[Agile Framework, e.g., Scrum/Kanban]* methodologies, resulting in a *[Percentage/Metric]* increase in velocity and improved stakeholder alignment.

My expertise includes:

- Facilitating Scrum ceremonies (Sprint Planning, Daily Stand-ups, Retrospectives).
- Removing blockers and fostering a culture of continuous improvement.
- Managing product backlogs in collaboration with Product Owners.
- Utilizing tools like *[Jira/Azure DevOps/Asana]* to maintain transparency.

I am impressed by *[Company Name]*'s reputation for innovation and believe my servant-leadership approach aligns perfectly with your organizational goals. I look forward to the possibility of discussing how my background can contribute to the success of your upcoming sprints.

Thank you for your time and consideration.

Sincerely,

*[Your Name]*