

[Your Name]

[Your Phone Number]

[Your Email]

[Your LinkedIn Profile]

[Date]

[Hiring Manager Name]

[Agency Name]

[Agency Address]

Dear [Hiring Manager Name], I am writing to express my interest in the Project Manager position at [Agency Name]. I was thrilled to learn about this opening through [Referral Name], who currently works as a [Referral's Job Title] within your creative department. Having followed [Agency Name]'s recent work on the [Specific Campaign or Client], I am deeply impressed by your commitment to blending high-level strategy with avant-garde design. With [Number] years of experience managing multi-disciplinary creative teams, I have developed a knack for translating complex client visions into actionable project roadmaps while maintaining the integrity of the creative process. In my previous role at [Current/Previous Agency], I successfully: â€¢ Managed budgets exceeding [\$Amount] and consistently delivered projects [Percentage] under budget. â€¢ Implemented [Software/Workflow Tool], which increased production efficiency by [Percentage]. â€¢ Acted as the primary liaison between technical developers, creative leads, and C-suite stakeholders. I understand the unique balance required to keep a project on schedule without stifling the creative energy that makes an agency like [Agency Name] successful. [Referral Name] mentioned your team's upcoming focus on [Specific Industry/Expansion], and I am confident that my background in [Specific Skill/Sector] would be an immediate asset. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my project management style aligns with the culture and goals of [Agency Name]. Best regards,

[Your Name]