

[Your Name]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile]

[Date]

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

**RE: Application for [IT Project Manager Position Title]**

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as recommended to me by [Referral Name], [Referral's Job Title] at your organization. Having worked closely with [Referral Name] in the past, they suggested my background in SDLC management and agile methodologies would align well with your current team goals.

With [Number] years of experience in IT Project Management, I have a proven track record of delivering complex technical projects on time and within budget. At my current role with [Current/Previous Company], I successfully led [Project Type/Scale], which resulted in [Specific Achievement or Metric]. My expertise lies in bridging the gap between technical stakeholders and business objectives to ensure seamless delivery.

Specifically, I am eager to bring the following to [Company Name]:

- **Project Lifecycle Leadership:** Expertise in [Scrum/Waterfall/Kanban] and managing cross-functional teams.
- **Technical Proficiency:** Experience overseeing [Specific Technologies, Cloud Migrations, or Software Launches].
- **Strategic Planning:** Strong ability to manage resource allocation, risk mitigation, and stakeholder expectations.

I am very impressed by [Company Name]'s recent initiatives in [Specific Company Project or Value], and I am confident that my technical oversight and leadership style would be an asset to your department.

Thank you for your time and for considering [Referral Name]'s recommendation. I look forward to the possibility of discussing how my project management experience can support the continued success of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]