

[Your Full Name]

[Your Phone Number] | [Your Email]

[LinkedIn Profile Link]

[City, State]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name], I am writing to express my interest in the Senior Project Manager position at [Company Name], as recommended to me by [Referral Name], [Referral's Title/Relationship]. Having worked closely with [Referral Name] in the past, they suggested that my background in strategic delivery and cross-functional leadership would align well with your current team objectives. With over [Number] years of experience managing complex, multi-million dollar projects, I have specialized in streamlining lifecycles and driving operational efficiency. In my most recent role at [Current/Previous Company], I successfully led [Project Type/Scope] that resulted in a [Percentage/Metric] increase in [Efficiency/Revenue/Output]. I pride myself on my ability to bridge the gap between technical execution and high-level business strategy. I am particularly drawn to [Company Name]'s reputation for [Specific Company Value or Recent Achievement]. I am confident that my expertise in [Key Methodology, e.g., Agile, Scrum, PMP] and my commitment to stakeholder management would allow me to make immediate contributions to your upcoming initiatives. I have attached my resume for your review and would welcome the opportunity to discuss how my project management philosophy can support [Company Name]'s growth. Thank you for your time and consideration. Best regards,
[Your Signature] [Your Printed Name]