

[Your Full Name]
[Your Professional Title]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[Portfolio/Website URL]

[Current Date]

[Hiring Manager Name]
[Company Name]
[Company Address/Remote Location]

Dear [Hiring Manager Name or "Hiring Team"],

I am writing to express my interest in the [Position Title] position at [Company Name], as advertised on [Where You Found Job]. With [Number] years of experience in project management and a proven track record of leading distributed teams, I am confident in my ability to drive project success within your remote-first environment.

In my previous role at [Previous Company], I successfully managed [Type of Projects] with budgets up to [Dollar Amount]. My experience includes navigating the unique challenges of remote work, such as [mention specific challenge like asynchronous communication or cross-timezone coordination]. I am proficient in project management methodologies including [Agile/Scrum/Waterfall] and tools such as [Jira/Asana/Monday.com/Slack].

Key highlights of my career include:

- [Accomplishment: e.g., Increased team productivity by X% through implementation of new workflow]
- [Accomplishment: e.g., Delivered a complex project 2 weeks ahead of schedule with a 100% remote team]
- [Accomplishment: e.g., Improved client satisfaction scores by Y% through transparent reporting]

I am particularly drawn to [Company Name] because of your commitment to [Company Value or Project]. I thrive in autonomous environments and possess the self-discipline and technical literacy required to maintain high standards of communication and accountability from my home office.

I look forward to the possibility of discussing how my background in remote project leadership can contribute to the continued growth of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Full Name]