

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **[Project Coordinator/Project Manager]** position at **[Company Name]**. Having served as a Lab Assistant within **[Current Department/Company]** for **[Number]** years, I have developed a deep technical understanding of biotechnology workflows and a strong desire to transition my operational expertise into a project management leadership role.

During my tenure in the laboratory, I was responsible for more than just benchwork; I frequently took initiative in **[mention a coordination task, e.g., inventory management, protocol optimization, or scheduling]**. These experiences sharpened my ability to manage complex timelines, mitigate risks in high-stakes environments, and facilitate communication between cross-functional teams. Specifically, my work on **[Project Name or Type]** required the precise organizational skills and data-driven decision-making essential for successful project delivery.

My technical background allows me to bridge the gap between scientific research and operational execution. I am proficient in **[mention relevant tools, e.g., JIRA, Trello, Excel, or LIMS]** and have a proven track record of maintaining rigorous compliance with **[mention standards like GLP, GMP, or ISO]**. I am eager to apply this detail-oriented mindset to ensure that project milestones at **[Company Name]** are met efficiently and within scope.

I am confident that my laboratory experience combined with my transition toward project management will make me a valuable asset to your team. I look forward to the possibility of discussing how my background aligns with the goals of **[Company Name]**.

Thank you for your time and consideration.

Sincerely,

[Your Name]