

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Department Name]

[Organization/University Name]

[Address]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the **Junior Research Project Manager** position at [Organization Name], as advertised on [Platform]. Having previously served as a [Job Title, e.g., Lab Assistant or Senior Research Technician] at [Previous Lab Name], I am eager to transition my hands-on laboratory experience and organizational expertise into a dedicated project management role.

During my time as a Lab Assistant, I developed a deep understanding of the research lifecycle, from [Specific Task, e.g., protocol development] to [Specific Task, e.g., data synthesis]. My background has equipped me with the technical literacy required to bridge the gap between scientific objectives and operational execution. Key highlights of my experience include:

- **Operational Coordination:** [Describe how you managed inventory, schedules, or lab maintenance].
- **Data & Compliance:** [Mention experience with documentation, IRB protocols, or Quality Assurance].
- **Collaboration:** [Explain your role in assisting PIs or coordinating with multi-disciplinary teams].

I am particularly drawn to [Organization Name] because of your recent work in [Specific Research Area or Project]. I am confident that my ability to streamline workflows and my familiarity with the challenges of a fast-paced research environment will allow me to contribute effectively to your team's productivity and mission.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my transition from the bench to project management can support the success of [Department Name].

Sincerely,

[Your Signature]

[Your Printed Name]