

**[Your Full Name]**  
[Your Address]  
[Phone Number] | [Email Address]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Title]  
[Organization Name]  
[Organization Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Project Manager/Project Coordinator] position at [Organization Name], as advertised on [Platform]. Transitioning from a background in laboratory research and technical assistance, I aim to leverage my expertise in data integrity, protocol adherence, and resource management to drive efficiency within your project management team.

During my tenure as a Lab Assistant at [Current/Former Institution], I managed complex workflows that required meticulous documentation and strict deadline compliance. My experience coordinating [Specific Lab Process or Project] involved balancing stakeholder expectations, managing supplies, and ensuring all regulatory milestones were met—skills that directly translate to the fundamental pillars of project management: scope, time, and quality control.

Key achievements from my laboratory background that align with this role include:

- **Process Optimization:** Streamlined [Specific Task], resulting in a [Percentage]% increase in lab throughput.
- **Collaborative Leadership:** Acted as the primary liaison between [Department A] and [Department B] to synchronize project timelines.
- **Risk Mitigation:** Identified and resolved [Issue] by implementing a new tracking system for experimental variables.

I am eager to apply my analytical mindset and structured approach to the project management challenges at [Organization Name]. I am particularly drawn to your company because of [Specific Reason/Project].

Thank you for your time and consideration. I look forward to the possibility of discussing how my technical background and organizational strengths can contribute to the success of your upcoming projects.

Sincerely,

[Your Signature]

[Your Typed Name]