

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

[Current Date]

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

RE: [JOB TITLE / REFERENCE NUMBER]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Project Manager Title] position at [Organization Name]. Having spent [Number] years as a [Current Job Title] in a high-throughput laboratory environment, I have developed a deep understanding of technical workflows, data integrity, and regulatory compliance. I am now seeking to leverage my bench-side expertise and organizational skills to transition into a dedicated Research Project Management role.

In my current role at [Current/Previous Company], I have consistently gone beyond technical execution to oversee [mention a specific responsibility, e.g., protocol optimization, inventory procurement, or junior staff training]. I successfully managed the lifecycle of [Name of a project or assay type], ensuring that all milestones were met within strict timelines and budget constraints. My background in the laboratory has equipped me with the unique ability to anticipate technical bottlenecks and communicate effectively with multidisciplinary scientific teams.

My transition to project management is supported by my proficiency in [mention tools like Jira, MS Project, Trello, or Excel] and my commitment to [mention a methodology, e.g., Agile, Lean, or Six Sigma]. I am particularly drawn to [Organization Name] because of your recent work in [mention a specific research area or company achievement], and I am confident that my technical foundation will allow me to hit the ground running in managing your complex research portfolios.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my laboratory background and project coordination skills can contribute to the success of [Organization Name].

Sincerely,

[Your Full Name]