

[Your Full Name]

[Address]

[Phone Number]

[Email Address]

[LinkedIn Profile]

[Date]

[Hiring Manager Name]

[Title]

[Pharmaceutical Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the **Research Project Manager** position at [Company Name]. Having served as a **Pharmaceutical Lab Assistant** at [Current/Previous Lab Name] for [Number] years, I have developed a deep understanding of the drug development lifecycle and the technical intricacies required to move projects from benchtop to clinical phases. I am now eager to transition my hands-on laboratory experience into a strategic leadership role within your organization.

During my tenure as a Lab Assistant, I was responsible for [Key Technical Duty, e.g., high-throughput screening or protocol optimization]. Beyond my technical duties, I took the initiative to [Project Management Task, e.g., streamline sample tracking workflows or coordinate cross-departmental supply chains], which resulted in a [Percentage/Metric] increase in lab efficiency. This experience allowed me to develop essential project management competencies, including resource allocation, timeline adherence, and cross-functional communication between scientific and administrative teams.

My background in [Specific Area, e.g., Oncology, Pharmacokinetics, or Quality Control] provides me with the scientific literacy necessary to bridge the gap between technical researchers and business stakeholders. I am proficient in [Relevant Software/Methodology, e.g., Agile, MS Project, or GLP standards] and possess the organizational rigor required to manage complex clinical timelines and regulatory compliance requirements.

I am impressed by [Company Name]'s commitment to [Specific Company Goal/Product] and am confident that my blend of laboratory insight and project coordination skills will contribute to the timely and successful delivery of your research initiatives. I look forward to the possibility of discussing how my background can support your project management team.

Sincerely,

[Your Signature]

[Your Printed Name]