

**[Your Full Name]**

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Project Manager Role Title] position at [Company Name]. Having spent [Number] years as a [Current Lab Role, e.g., Research Associate] at [Current/Former Institution], I have developed a deep technical understanding of the R&D lifecycle. I am now eager to pivot my career toward research project management, leveraging my experience in technical oversight and laboratory operations to drive organizational efficiency.

During my tenure in the laboratory, I have naturally gravitated toward the administrative and strategic elements of scientific inquiry. I successfully [mention a specific achievement, e.g., coordinated a multi-phase trial or managed laboratory inventory/budgets], which resulted in [mention a result, e.g., a 15% reduction in lead times or successful grant compliance]. My background has equipped me with the ability to bridge the gap between technical execution and high-level project goals.

Key competencies I bring from the bench to the management office include:

- **Workflow Optimization:** Streamlining experimental protocols to meet strict deadlines.
- **Resource Allocation:** Managing laboratory equipment, reagents, and personnel schedules.
- **Data Integrity:** Ensuring rigorous documentation and compliance with [mention specific standards like GLP, GMP, or ISO].
- **Cross-functional Communication:** Translating complex data for stakeholders and collaborating across departments.

I am particularly drawn to [Company Name] because of your recent work in [mention a specific company project or value]. I am confident that my analytical mindset and foundational knowledge of the research environment will allow me to contribute immediately to your team's project success.

Thank you for your time and consideration. I look forward to the possibility of discussing how my laboratory background can support your project management objectives.

Sincerely,

[Your Name]