

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

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

Dear [Mr./Ms./Mx. Surname],

I am writing to express my strong interest in the Research Project Manager position at [Organization Name], as advertised on [Platform/Source]. Having served as a Science Lab Assistant at [Current/Previous Lab Name] for [Number] years, I have developed a robust foundation in technical research methodologies and laboratory operations. I am now eager to leverage my background in scientific execution to transition into a leadership role focused on project lifecycles, resource coordination, and strategic oversight.

In my current role, I have gone beyond technical benchwork to assist in the logistical management of [Type of Research] projects. My experience includes maintaining rigorous documentation standards, managing complex supply chains for sensitive reagents, and ensuring strict adherence to [ISO/GLP/FDA] regulatory protocols. I successfully introduced a new [Inventory/Data Management] system that reduced workflow delays by [Percentage]%, demonstrating my ability to identify operational bottlenecks and implement scalable solutions—a key competency for a Research Project Manager.

I am particularly drawn to [Organization Name] because of your pioneering work in [Specific Research Area/Project]. My hands-on experience in the lab provides me with the unique advantage of understanding the granular technical challenges faced by research teams. This allows me to bridge the gap between high-level project milestones and daily laboratory realities, ensuring that timelines are realistic and data integrity remains uncompromised.

I am confident that my analytical mindset, combined with my proficiency in [Project Management Software/Methodology], makes me an ideal candidate to drive your upcoming research initiatives toward successful completion. I look forward to the possibility of discussing how my technical expertise and organizational skills can contribute to the continued success of [Organization Name].

Thank you for your time and consideration.

Sincerely,

[Your Name]