

[Your Full Name]
[Your Professional Title]
[Phone Number] | [Email Address]
[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]
[Title, e.g., Director of Engineering]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the R&D Engineering Manager position at [Company Name]. With over [Number] years of experience in product development, cross-functional leadership, and technological innovation, I am confident in my ability to drive high-impact research initiatives and mentor your engineering team toward excellence.

In my most recent role as [Previous Job Title] at [Previous Company], I led a multidisciplinary team of [Number] engineers through the full lifecycle of [specific type of product or technology]. My focus on [specific methodology, e.g., Agile, Stage-Gate, or Lean R&D] resulted in a [Percentage]% reduction in time-to-market and the successful filing of [Number] patents. I pride myself on balancing technical rigor with strategic business objectives.

[Company Name]'s recent work in [mention a specific project or industry sector] aligns perfectly with my expertise in [mention a specific technical skill, e.g., rapid prototyping, material science, or embedded systems]. I am particularly drawn to your commitment to [mention a company value or goal], and I am eager to apply my skills in resource allocation, budget management, and technical roadmapping to help your team achieve its next milestone.

I would welcome the opportunity to discuss how my background in R&D leadership can contribute to the continued innovation at [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]