

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] at [Company's Name] as advertised on [Where You Found the Job Posting]. With a strong background in team-oriented project management, I am excited about the opportunity to contribute to your team.

During my previous role as [Your Previous Job Title] at [Your Previous Company Name], I successfully led a project that involved collaborating with cross-functional teams to [briefly describe project goals and outcomes]. This experience honed my skills in communication, problem-solving, and teamwork, ensuring that we met project deadlines and exceeded expectations.

One of the key projects I was involved in was [Project Name]. By fostering an environment of collaboration and open communication, we were able to [describe a specific achievement or result]. This not only strengthened team dynamics but also reinforced my commitment to achieving shared goals.

I am particularly drawn to [Company's Name] because of [something specific about the company or its projects]. I am eager to bring my expertise in team collaboration and project execution to help drive success and innovation within your organization.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team at [Company's Name].

Sincerely,

[Your Name]