

John Doe

123 Main Street

City, State, Zip Code

Email: johndoe@example.com

Phone: (123) 456-7890

Date: [Insert 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 Project Coordination role at [Company's Name] as advertised on [Where You Found the Job Posting]. With a strong background in project management and a proven track record of successfully coordinating cross-functional teams, I am excited about the opportunity to contribute to your esteemed organization.

Throughout my career, I have honed my skills in planning, executing, and finalizing projects according to deadlines and budgetary constraints. My experience includes facilitating communication among team members, tracking project milestones, and ensuring adherence to industry standards. I believe my proactive approach and attention to detail would be beneficial for [Company's Name].

I am particularly drawn to this role because of [specific reason related to the company or its projects]. I admire [Company's Name] for [something notable about the company], and I am eager to bring my expertise in project coordination to your team.

Please find my resume attached for more details on my qualifications. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,

John Doe