

Your Name

Your Address

Your City, State, Zip Code

Your Email

Your Phone Number

Date

Hiring Manager's Name

Company Name

Company Address

Company City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the Biotech Project Manager position at [Company Name] as advertised on [where you found the job posting]. With [number] years of experience in project management within the biotechnology industry, I have a proven track record of successfully leading projects from conception to completion, ensuring that they meet both timeline and budgetary constraints.

In my previous role at [Previous Company Name], I managed a team of [number] scientists and researchers on a project focused on [specific project or technology]. This experience honed my skills in cross-functional collaboration, risk management, and data analysis, and resulted in [specific achievement or outcome].

I am adept at developing project plans, managing resources, and facilitating communication between diverse teams. My expertise in [specific skills or technologies relevant to the job] aligns well with the goals of [Company Name]. I am particularly excited about your work on [specific program or project mentioned by the company], and I am eager to contribute my background in [relevant experience] to help achieve your objectives.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experiences align with the needs of [Company Name]. I look forward to the possibility of contributing to your team as a Project Manager. Please feel free to contact me at [Your Phone Number] or [Your Email] to arrange a convenient time for an interview.

Sincerely,

Your Name