

---

# Jane Doe

Tokyo, Japan • +81 12 3456 7891 • [e-mail](#) • [linked-in](#)

---

March 24, 2021

Hogarth Japan

Dear Hiring Manager,

Thank you for your consideration of my resume for the position of Senior Project Manager. As an experienced professional, I recognize the need to find the right person for the job. Given my demonstrated success in managing critical projects such as complex strategies, international events, and high-value negotiations, I am confident that I can deliver the innovative results you expect from this position. This looks like the right opportunity for me, and I want to be a part of your team.

My career includes a diverse background of experience that aligns directly with your expectations. In my first role as a Brand Manager, I gained first-hand exposure to collaborating with teams to design, implement, and coordinate complex marketing, production, and social media strategies. I managed key channels and aligned efforts with key accounts as we implemented strategic marketing initiatives via website, video, email marketing, and online campaigns. These efforts increased our overall exposure, increased pageviews, and achieved a 300% increase in new customer growth.

The move to my current project management role with Sakura continued my journey as I develop, manage, execute, and coordinate a range of complex projects. I collaborate with several parties as I interact on key projects while executing strategic plans to achieve our business goals. My projects have centered on events and conferences in industries such as entertainment; however, I have also focused heavily on accounts and with stakeholders specific to gaming and eSports. This has allowed me to gain exposure to marketing solutions involving videos, image production, website promotions, email marketing, and more. Needless to say, I have had to enhance my organization and time management skills as a result of so many moving parts and I feel comfortable in my progress over the past five years in this role.

Today, I am again seeking the opportunity to apply my background and experience to this opportunity with Hogarth. I am confident that I can demonstrate the same impact I have had with other companies and I see the amazing potential this job holds. I want to be a part of it. I know I can bring a unique perspective that sets me apart from others and I would love the opportunity to speak further about the opportunity to partner with you.

I have included my resume and am available to discuss it further. I look forward to hearing from you.

Sincerely,

Jane Doe

---

# Jane Doe

Tokyo, Japan • +81 12 3456 7891 • [e-mail](#) • [linked-in](#)

---

March 24, 2021

Hogarth Japan

Dear Hiring Manager,

Thank you for considering my application for the Senior Project Manager role. With over 10 years of professional experience in leading significant projects across complex strategy development, international event management, and high-stakes negotiations, I am enthusiastic about the opportunity to contribute to your team's success. My background aligns perfectly with the requirements for this role, and I am eager to leverage my skills to drive innovative outcomes at your company.

In my career, I've worked in various roles that match what you're looking for. As a Brand Manager, collaborating with cross-functional teams, I managed and optimized key communication channels and spearheaded strategic marketing campaigns across digital platforms. These initiatives resulted in a notable increase in brand visibility, propelling website pageviews by 40% and achieving a remarkable 300% surge in new customer acquisition within a single fiscal year.

Transitioning to a project management role at Sakura, I further refined my expertise by leading a diverse portfolio of projects. My responsibilities expanded to developing, managing, executing, and coordinating complex projects that spanned across various sectors, including entertainment, gaming, and eSports. My efforts in this role have not only solidified stakeholder relationships but also enhanced our market presence through innovative marketing solutions. Specifically, I led a team that successfully executed 15+ major events and conferences, directly contributing to a 25% increase in annual revenue and a 50% improvement in stakeholder engagement.

Now, looking forward to the potential of contributing to Hogarth. My comprehensive experience and proactive approach to project management equip me to make significant contributions to the team. I am particularly excited about this opportunity because of its alignment with my skills and the dynamic potential I see in the company.

I've attached my resume and would be happy to talk more about how I can contribute to your team.

Looking forward to your response.

Best regards,

Jane Doe