PROJECT MANAGER COVER LETTER SAMPLES

SAMPLE 1

Dear Mr. Dustin Briggs:

With a proven background directing Project Management, Process Analysis, Leadership Development, Technical Operations, Data Analysis, and Compliance activities for a top Fortune 500 organization, I have delivered quality solutions with a focus on exceptional client service. I posses a record of success analyzing business operations, then designing and instituting process improvements that work to increase efficiency and reduce costs.

I possess expert skills in problem resolution, planning, monitoring, reporting, resource management, quality, and risk management as well as serving as a reputable change agent. Consistently delivering technology integration projects on time and on budget, I have a strong background leading virtual teams with a track record of high client satisfaction. I offer proven success identifying and resolving project constraints, resulting in 100% on-time and on-budget delivery.

My leadership style focuses on engaging team members to communicate, dynamically solve problems and deliver the highest quality solutions. I am currently seeking to provide your organization with the above skills in a Project Manager role.

A sample of key contributions includes:

* Achieved implementation of a Right Placement Program operations model, including yearly assessments evaluating 1100 software applications. Identified a transition of 35 applications to a Managed Services model, resulting in $8M cost savings for 2009.
* Established significant expense reductions of $10M cost savings in 2008 and $4.2M in 2009 through identification, analysis, and coordinating High Cost Contractor transition to lower cost providers.
* Achieved Director’s Award for superior performance on 2003 Audit Team. Brought the Cards IT organization into compliance with newly released policy by completing gap analysis and remediation work for 4 of 13 management areas. Created Quality Assurance tests, resulting in a Satisfactory OCC Audit rating.

Please accept this letter and enclosed resume as an introduction to my skills and background. For a more detailed presentation of my offerings, feel free to contact me at your earliest convenience to schedule a conference. Thank you in advance for your consideration and I look forward to our conversation.

Sincerely,

Raymond Collier, MBA

SAMPLE 2

Dear Mr. Harland Sanders,

My name is George Lee, and I am excited to be applying to the Junior Project Manager position at Animax. I am currently a Project Coordinator at Square Paws, where I have supported several projects successfully to completion. I have long admired Animax’s work to improve animal adoption processes and would be delighted to contribute my skills to the team.

At Square Paws, I oversaw multiple aspects of running numerous projects. I worked closely with the project manager to develop project schedules, ensure team members had the resources they needed to complete their tasks, and coordinated communication with stakeholders on project updates. I am particularly proud of a project to roll out a feature on our app that users could use to book appointments with veterinarians. As a complex project that involved multiple stakeholders, it was important to be mindful of the details and listen continuously to feedback from users. My efforts to coordinate an early feedback system in a trial period led to the discovery of several bugs and pain points that we fixed for the launch. We were able to reduce customer concerns by 80% and ultimately completed the project under budget by $3,000.

I have long been familiar with animal adoption centers and believe wholeheartedly in Animax’s mission. I have volunteered consistently at animal shelters since high school and am familiar with their processes. In college, I took several courses that I believe can be useful to the project manager role, including zoology and business administration. Working as a project manager in this field will allow me to expand my knowledge of the industry, and assist in my ultimate goal to make the world a more livable place for shelter animals.

I believe that my past experience, skillset, and passions make me a strong candidate for Animax’s team. I hope to hear from you soon. Thank you for your time.

Sincerely,

George Lee

SAMPLE 3

Dear Kristin:

It was exciting for me to come across the digital project management job opening at HGL International. As a marketing project manager with over 3 years of experience and success in project initiation, planning, documentation, and execution, I am positive that I’d be a perfect choice for this role, as well as an ideal candidate for helping HGL deliver its upcoming goals.

It states in the job description that you are searching for a project manager with at least a CAPM recognition and skilled in the best PM approaches, such as benefits realization management and iterative and incremental project management. As a project manager for the marketing department at Tantor Media, I successfully managed 5 large-scale marketing campaigns from ideation through to completion. My managed projects all came in under budget (11% on average) and ahead of schedule (1.5 weeks on average). I am sure I could bring that same fast-paced, detail-oriented approach to project management over to HGL International.

I enjoyed reading up on HGL before applying for this project manager role, and I was quite pleased with what I found. I admire your commitment to socially-conscious marketing, and I would be proud to be a member of your staff.

Could we discuss your upcoming projects and targets and how I might be helpful as a project manager?

Sincerely,

Yolanda Matthews

320-464-1888

yolanda.matthews@gmail.com

SAMPLE 4

Dear [Mr./Ms./Mx.] [Hiring Manager’s Last Name],

I am writing to apply for the IT Project Manager position at Systems+, as advertised on [Website Name]. I am confident that my 12 years of solid experience and diverse capabilities in project management make me an ideal candidate to successfully fulfill this position.

During my time working as a Project Manager at Angel Builders, I was the second-in-charge to the Project Manager in leading a medium-sized development team. I was charged with the responsibility of helping oversee a range of critical projects from conception to delivery. I was commended by my manager for demonstrating strong skills in:

* Proactively managing important and time-sensitive projects
* Balancing stakeholder expectations with those of the company
* Working collaboratively with other team members to establish efficient systems of operation

Some of my key professional achievements have been:

* Executing a number of highly profitable projects with budgets over $200,000
* Working with my team to manage the accounts of prestigious international brands and clients
* Possessing a strong understanding of statistics, quality improvement techniques, FMEA, and RCA
* Contributing successfully to Q & A testing, product SOW, integration, and user documentations

I believe that the above qualities and experiences would make me a valuable addition to your company. If there is any more information you would like me to provide, please do not hesitate to contact me.

Sincerely,

Your Name

SAMPLE 5

Dear Hiring Manager,

I'm excited to be applying for the Project Manager position at River Tech. As someone with an eye for detail and impulse for organization, I thrive on keeping projects running smoothly from kickoff through launch. I'm eager for the opportunity to use my talents to move technology forward with River Tech's innovative software systems.

During my previous role at Cloud Clearwater, I worked on many of the company's critical projects, including the redesign of our flagship CRM system. When an external issue derailed a crucial project milestone, I developed an all-team triage system to ensure other project sprints could continue moving forward. As a result, the updated system went live within five days of the original planned launch - an effort the CEO praised as "heroic and unprecedented." I earned specific recognition for my ability to effectively delegate and keep myself and my teammates calm under pressure.

My experience working with cross-functional, international teams has taught me the importance of building trusted relationships and inspiring a shared project vision. I can bring to River Tech real-world experience in developing successful project plans, communicating expectations clearly, and encouraging team enthusiasm, even in the late stages of the project cycle.

Thank you for your time and consideration. I'm looking forward to learning more about the Project Manager position and about River Tech. I believe my skills as a Project Manager will be a significant asset for your team's current and future needs. I am committed to continuing to grow as a leader and applying my talents to help River Tech lead the industry in creating innovative software solutions.

Sincerely,

Cody Fredrickson