Dear Mr. Heald:

[Today’s Date]

[Hiring Manager’s Name]  
123 Company Address  
Company’s City, State, Zip Code  
(xxx) xxx-xxxx  
hiring.manager@gmail.com

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,

Jill T. Graham