

XYZ COMPANY PROJECT MANAGER

“Dear Ms. Lee,

Thank you very much for taking the time to meet with me earlier today. I understand how valuable your time is especially while the company is undertaking numerous urgent projects. I am eager to alleviate that pressure by contributing my skills in Project Leadership, Operations, and Process Development. After our discussion, I researched the topics we discussed regarding KPI Metrics, Sustainability, and Quality Control. I am now more certain that I am the ideal candidate for the Project Manager position.

I researched your company and by reading your Mission Statement, understand the importance of green environments. This aligns perfectly with my background of developing Recycling Programs.

With my cross-functional leadership in Operations, I ensure flawless execution of organization, planning, and consistency. Through these efforts, the programs I develop have a 98% success rate. I am excited to begin incorporating my ideas in sustainable processes. The plans I have for improving XYZ Company’s eco-conscious efficiency include maximizing profit through waste reduction. Through Project Management, I am well versed in KPI Metrics. My follow through and hand-on management has directly resulted in 60% of my team members progressing to a higher position in management. As we discussed, I will begin collaboration with the other department leaders immediately.

My experience in Sustainability Process Management proves that I am the best selection as your new Project Manager. I am eager to incorporate the plans I develop with the ideas my future team mates offer. I know that you have much knowledge to offer me and I will benefit your hiring decision through active listening and proactive research. I am excited for the next step in this process and the beginning of a fulfilling career with XYZ company.

Thank You,

*Your First & Last Name Sales Manager (Your Title) Phone # • email@server.com
linkedin.com/in/personalurl www.yourwebsiteaddress.com*