**Andrew Murphy**

 [Street Address], New York, NY 55900

Home: (555) 555-5555 email: [Email Address] Cell: (444) 444-4444

**Today’s date**

Mr. Ryan Bailey, Hiring Manager

ABC Company

Address, City, State, zip

Re - Program Manager, Advertised in Reach for Revenues

Dear Ryan Bailey,

I am pleased to contact you regarding the position of program manager that you advertised in this week’s Reach for Revenues, and am hereby enclosing my resume.

My unique problem-solving skills, strong time management orientation, and organizational abilities ensure that deadlines are always met and satisfied clients advertise our services. I manage medium to large projects from inception to completion, remaining within budget and communicating with clients regarding project stages.

My contributions to managing projects include:

* Assisting in the development of the project.
* Allocating resources according to predetermined milestones.
* Recruiting workers and consultants and coordinating all the teams required.
* Establishing time frames for each stage of the project and weekly goals.
* Resolving conflicts.
* And communicating with engineers regarding any proposed changes.

My superiors, subordinates, and clients appreciate my straight talk and know that they can depend on me to get the job done right the first time, on time.

I’m sure you have questions regarding my methods and I’ll be happy to come and explain whatever you want to know.

If you give me a call or send me an email at the above contact information, we can arrange a time that works out for us both.

Thanks, and please be in touch.

Andrew Murphy