**Harold Rogers**

**🖂 Street Address, New York, NY 55900 🕿 (555) 555-5555 🖂** **[Email Address]**

**Today’s date**

Mrs. White

ABC Company

Address, City, State, zip

**Re: Project Manager Job Post**

Dear Mrs. White,

Regarding your posting for project manager, I would like to offer my resume for your consideration.

I have more than 15 years of experience working as a software project manager and I’m sure that I will be able to use my analytic skills and natural flair for organization to your advantage in your company as well.
During my years as project manager, I handled a variety of medium to large scale IT projects simultaneously, keeping well within stated budgetary constraints while providing maximum client satisfaction.

I am very knowledgeable in software projects and hardware technologies guiding software projects through each and every phase, from conception, programming, software design, testing and troubleshooting, to delivery.

In addition, I developed riveting presentations to demonstrate how to use the completed software projects and coordinated technical support staff when necessary.

I would like to meet with you soon to discuss how I can use my knowledge and team leadership skills to benefit your company.

Please be in touch with me at the above cell phone or email address.
Waiting for your response.

Sincerely,

**Harold Rogers**