**Project Manager Cover Letter Sample 1**

**William Pembroke**  
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**Mr. Martin Green**  
Recruiting Manager, Advanced Analytics Consultants  
55 Consultants Drive, Atlanta, GA. 11185

Dear Mr. Green,

I am a project manager with extensive experience, seeking a position of long-term growth with a stable company. Several of my colleagues in the local Project Managers Association have recommended Advanced Analytics Consultants as a top company to work with as a project manager, and I believe I would be an asset to your team in this role. I would love the opportunity to speak with you further about my skills and qualifications, and the value that I can bring to the table.

In my current position, I am responsible for organizing and leading projects with a number of cross-functional teams. My duties fall across the board, but always include team selection, goal setting, and managing timetables across the different functions included in each project. I have experience in the consulting industry, and I understand what it takes to bring clients and internal stakeholders together to deliver collaborative solutions to complex problems, while balancing the needs and expected outcomes of each group.

I have achieved great success under pressure and have been recognized for bringing struggling projects back from the brink of disaster more than once. In my current senior position, I was able to step into a currently running project and help existing project managers meet deadlines and deliver results after the team had fallen behind. I know what it takes to motivate and organize people from all parts of an organization. My project outcomes amaze clients and inspire long-term customer relationships.

I have extensive experience using a range of project planning software, including Smartsheet and Mavenlink. Due to my experience in using several quote development and specification generation systems, I have successfully developed project requirements and timeline expectations directly with clients. A flexible communicator, I am able to speak fluently with highly technical teams, salespeople, and clients with a diverse range of backgrounds and perspectives.

Once again, thank you for taking the time to review my attached resume. It seems to me that I would be an ideal fit for this position, and that the company would be a perfect match for my long-term career goals. Feel free to call or email me anytime. I look forward to the opportunity to speak with you in person about how I can help take your projects to new heights, and how we can achieve great things together!

Sincerely,

William Pembroke