

# Project Manager Cover Letter Sample 1

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**William Pembroke**

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555-889-6431

[Insert Date]

**Mr. Martin Green**

**Recruiting Manager**

**Advanced Analytics Consultants**

55 Consultants Drive, Atlanta, GA. 11185

Dear Mr. Green,

I am a project manager with extensive work experience, seeking a position of long-term growth with a stable company. Several of my colleagues in the local Project Managers Association have told me about the open project manager position at Advanced Analytics Consultants, recommending your company as a top company to work with, and I believe I would be an asset to your team in this role. I have graduated from Stanford University, with a BA in Business Administration, and have extensive work experience managing a team.

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. Due to my experience in the consulting industry, 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 at my current job, 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.

In terms of job-related skills, I have extensive experience using a range of project planning software, including Smartsheet and Mavenlink. Due to my experience in using several quoting 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.

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