|  |  |
| --- | --- |
| **robert smith**  **Engineering Project Manager** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing this application to apply for the position of Engineering Project Manager available at your company. I have immense enthusiasm for learning things well and acquired hands-on knowledge in the latest cutting-edge technologies of the engineering industry that make me an excellent match for the coveted role.

Below are examples of my core-duties in the present company:

* Provide end to end assistance in the development of new design and product.
* Produce a comprehensive project plan.
* Supervise the R&D department for the project.
* Analyze the need for equipment and headcount for the project.
* Produce an estimated budget report for the upper management.
* Estimate completion time of the project.
* Recruit talented candidates and coach them.
* Product development stage planning.
* Conduct comprehensive testing of the new product or design.

I would love to channel my well-rounded skills as your next Engineering Project Manager and will help your organization succeed further.

I am attaching my resume to offer details of my coursework and relevant professional history. I would be privileged to discuss my expertise in detail at your convenience. I look forward to meeting you in person. Thanks for paying a glance at my job application.

Sincerely,

[Your Name]