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| **robert smith**  **Product 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 was thrilled to learn about the vacancy of Product Manager available with your reputed firm. During my work experience of 5 years in the industry, I have acquired significant knowledge of project management, team management, etc.

Below is the list of my current set of duties as a Product Manager:

* Conduct market study to determine the requirements and demands of the customers.
* Anticipate the new products’ performance.
* Assess and scrutinize the competitors’ strategies.
* Develop findings reports for the review of the upper management.
* Plan the work schedule and manage the inventory.
* Draw up the product pricing strategies.
* Recruits and onboard new employees.

As a post-graduate in the business administration stream, I am well acquainted with the field's theoretical aspect. With my exceptional communication and interpersonal approach and superior leadership ability, I am sure that I would be able to serve my best in the capacity of the Product Manager role.

Thank you for reviewing my skills and candidacy. My enclosed resume would share detailed information about my academic records, previous and current KRAs, and professional advancements. I would look forward to having an opportunity to present my role suitability.

Best Regards,

[Your Name]