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| **Robert smith**  **Program 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 excited to discover that your organization is looking to fill the job position of Program Manager. I am a Program Manager with more than three years of experience in the industry, and I will add a fantastic contribution to your esteemed company.

I have served my organization with high-quality solutions. I have a track record of building and implementing approaches that increase productivity and lower costs after thoroughly assessing operations. My approach concentrates on encouraging staff members to interact, solve challenges creatively, and provide the best answers possible.

Some of my accomplishments and qualifications include the following –

* Had six years of experience as a Program Manager at (Company name).
* Helped the company to increase its revenue by 35 percent by furthering the business's IT initiatives with exceptional, in-depth planning, technical, and relationship management.
* Maintained a good working connection with the clients and put in a lot of effort to fulfill their expectations.
* Excellent leadership and interaction skills
* At XYZ University, I received a Master's degree in Business Administration.

I'm eager to develop my career with your company. I'm in good enough form to execute IT programs effectively and complete projects on time and within budget. I hope to hear from you soon and would be happy to provide you with further information about the position.

Thank you for your time and consideration

Sincerely,

[Your Name]