**Robert Smith**

**Senior Project Manager**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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 to apply for the position of Senior Project Manager with the Thomas Company.

I have a bachelor's degree in project management from the University of New York, and 10 years of experience as a Senior Project Manager for top tech companies in the area. I have overseen projects that have grown from small budgets and teams to major successes, and managed teams of developers and managers to create software that is now used by millions of people worldwide.

My experience in project management has taught me how to think on my feet, handle multiple tasks at once, prioritize decisions that need immediate responses, and manage teams with diverse backgrounds and personalities. I pride myself on being flexible in my approach to problem-solving, and capable of working under pressure.

I have a proven record of:

* Creating and implementing new processes for managing projects.
* Improving workflows.
* Reducing cost and increasing revenue, while simultaneously improving customer retention rates and employee satisfaction.
* Leading teams to develop products that are both cost-effective and attractive to consumers.

I believe that my experience makes me an ideal candidate for your Senior Project Manager opening. Please review my attached resume for more information about my work history and skills, and feel free to contact me at [email address] or [phone number] with any questions you may have. Thank you for your consideration.

Sincerely,

[Your Name]