**Robert Smith**

**Technical Project Manager**

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[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],

In response to your job ad advertised in the \*\*\* for the post of a new Technical Project Manager, I am writing this letter. As per my knowledge, \*\*\* has been a pioneer in \*\*\* and is a leader in the \*\*\*niche, and this is one quality I have admired and wanted to work for. I believe that my experience and ability to manage support operations will make me the ideal fit for this role. Over the past 5 years, I have worked at \*\*\* overseeing all project operations from inception to execution. In various roles, I was responsible for hiring and supporting new staff and motivating them to work towards a common mission. Throughout my career, I have always given priority to adherence to safety protocols and abiding by federal rules and regulations, which even earned me an \*\*\* award in the \*\*\* year. Having said this, I request you to have a look at some of my notable achievements –

* Worked in \*\*\* piloting technology projects, developing and implementing support strategies, and processing to deliver improved efficiency and operation while driving the team through all facets of the project lifecycle and maintaining optimal customer satisfaction and experience
* Expertise in the development and management of \*\*\*\* projects and initiatives for major companies including (list company names), and delivering comprehensive solutions to attain the company’s growth and success
* Spearheading team members in budget development, risk analyses, forecasting, contract negotiation, and management of project plans
* Rendering effective consultant support, and fostering relationships with key stakeholders through stellar interpersonal, and leadership skills
* Earned Master’s degree from \*\*\*\* in Business Administration, and also professional certification – Project Management Professional, and Certified Business Analyst

With my proven track record of handling key responsibilities, along with my ability to lead a project management team, I am positioned to greatly surpass your expectations for this role and contribute immensely to the success of \*\*\*. Looking forward to discussing the position, and my qualification in more detail. Thank you for your consideration.

Sincerely,

[Your Name]