

Project Manager cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am applying for the Senior Project Manager role at [Organisation name]. I have nine years of experience in software delivery, the last five as a PMP-certified project manager handling fixed-price and time-and-material projects for banking clients.

My most recent engagement was a core banking migration for a regional bank with 240 branches. I managed a team of 38 across development, testing and data migration, plus two vendor teams. Early on, I found that the cutover plan assumed every branch would close on time on the migration weekend. I ran two mock cutovers, built a branch-by-branch checklist and set up a war room with the bank's IT team. The final migration completed within the planned window, and we closed the project within four percent of the approved budget.

I am comfortable with hybrid delivery: agile sprints for the build and stage gates for the client's governance. I report to steering committees every month and keep RAID logs that people actually read.

My notice period is ninety days, negotiable for the right role. I would welcome a conversation about the programmes your delivery team is planning.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the Associate Project Manager position at [Organisation name]. I have spent the last two years as a project coordinator in a mid-size IT services company in Pune, and I am ready to own delivery for a small account rather than support someone else's plan.

As coordinator for a team of fourteen building a claims portal for an insurance client, I maintained the project schedule in MS Project, ran daily stand-ups when the manager was travelling and prepared the weekly status report for the client. I noticed that change requests were being agreed in calls and never logged, so I set up a simple change register with impact on effort and dates. Over the next release, every scope change had a signed approval, and the client stopped disputing our invoices.

I have passed the CAPM exam and I am preparing for PMP. I use Jira, Confluence and Excel daily, and I am comfortable writing minutes that list owners and deadlines rather than discussion.

I would like to grow into a full project manager role under an experienced delivery head. My notice period is thirty days. Thank you for considering my application.

Regards,
[Your name]

BEFORE YOU SEND IT

- State the size of what you managed in one line, including team size, budget band, number of sites or releases, so the reader can match your scale to their projects.
- Pick one project that went off track and explain how you brought it back, because hiring managers trust recovery stories more than claims of flawless delivery.
- Mention your method and certification honestly, whether PMP, PRINCE2, CAPM or Scrum, and say which tools you actually use, such as MS Project, Primavera or Jira.
- Keep client and project names generic unless they are public, and never attach internal schedules or budgets; describe the scope and outcome in neutral terms instead.