**Manager Cover Letter**

August 31, 2020

Dear **[Mr.]/[Mrs.]/[Ms.] [Hiring Manager’s Name]**,

With 10+ years of experience in leading large-scale technology releases and change management projects for well-established organizations, I look forward to bringing my exceptional leadership skills to the IT Project Manager opening at **[Company Name]**.

From planning project operations and managing client communication to allocating resources and completing milestones, I’m adept in my ability to lead teams and achieve on-time and under-budget project implementation. I lead a team of 20+ IT professionals to successfully manage 12+ major technology releases per year. Please consider these highlights of my career to date:

* Attained $1.8 million in new revenue by implementing professional services projects for various public sector clients
* Directed a $5.8 million digital transformation project for an air transport company, which reduced the incident rate from over 5% to 0.8%, increasing goods safety
* Saved $2 million in costs for a tire manufacturer by conducting a system gap analysis to identify discrepancies in the supply chain process.

I’m confident that my strengths in incapacity planning, product implementation, continuous improvement, and change management will help **[Company Name]** deliver successful projects and exceed client expectations. Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

**[Your Name]**