*Oct. 30, 2015*  
*Hiring Manager’s Name*

*341 Company Address*  
*Palo Alto, California, 94301*  
*(xxx)xxx-xxxx*  
*hiring.manager@gmail.com*

*Dear [Hiring Manager’s Name],*

*I am writing to apply for the Product Manager position at Central Bay Software. I have more than 8 years of experience working as a Product Manager for technology companies similar to yours where I have accumulated an extensive skill set. My professional expertise aligns perfectly with the goals of this position in your respected company.*

*My duties at CityTech include balancing an ever-changing product line while seeking to coordinate and connect the appropriate teams in order for product development to run as smoothly as possible. Central Bay Software would benefit from my skills in the following areas:*

* Driving the determined solution cross the necessary development teams with good communication and leadership
* Understanding market requirements for current and futue products
* Analyzing potential partner relationships for the product

*Having studied your job description, I am aware that Mallard’s Technology is looking for a Front Desk operator that can handle more than the occasional visitor and phone call. Given the wide range of my responsibilities at my previous job, I believe I have the requisite skills and abilities to handle any tasks that you require.*

Given the chance, I would be a valuable asset for the next line of products being launched over the coming year. It would be a privilege to discuss your Product Manager position in more detail. I would be happy to come by whenever it is most convenient for you. Thank you for your time, and I am looking forward to hearing from you.

*Sincerely,*

*Your Name*