

**Edwin Richards**

462 Home St.

New York, NY 25435

(123) 456-0987

erichards@emailprovider.net

[Date]

**Mr. Ronald Smith**

Senior Human Resources Manager

International Company Corp.

1 ICC Ln.

Houston, TX 78682

Dear Mr. Smith,

It is with great interest that I write directly to you about the advertised opening in your company for the position of Project Manager at International Company Corp. The prospect of working with such a celebrated industry leader as International Company Corp is extremely exciting, and it would be an honor to contribute the myriad skills I've gathered and honed throughout my six accomplished years of experience to your organization.

For the past four years, I have been working as a project manager at Domestic Business Co. with a tremendous amount of success in all aspects of project management, from detailed budget analyses, performance reviews, and overseeing and approving resource allocation, to coordinating directly with clients on behalf of the company. My success at DBC has been recognized on a number of occasions, including being awarded the 'Most Productive Project Manager of the Year' distinction in 2012 as well as 2013.

According to my research, International Company Corp. has consistently managed to increase its project load each quarter and strengthen its already laudable position in the industry. Moreover, an increasing number of those projects focus on two areas in particular: renewable energy and the economic revitalization of low-income urban areas. I have overseen a number of projects from inception to completion that deal directly with both of those endeavors, about which I am very passionate. In fact, I have direct experience with two specific projects wherein renewable energy and urban revitalization efforts intersected. In light of both my expertise and ICC's recent endeavors, I strongly feel I would be quite an asset to International Company Corp.—a highly respectable company wherein I feel my particular skillset will make a real difference in keeping ICC ahead of its competitors for years to come!

Thank you, Mr. Smith, for taking the time to consider my qualifications and the potential value I would bring to ICC. I look forward to speaking with you further, and am available at (123) 456-0987 for any additional information or to discuss anything specific.

Once again, thank you for your time and consideration.

Sincerely,

(Signature)

Edwin Richards

### Sample Cover Letter for a Project Management Resume

According to most hiring managers, cover letters are just as important as resumes. This isn't because most hiring managers read them (they'll admit they often don't), but they do remember who didn't bother to send a cover letter.

Cover letters should not be condensed resumes, they are an opportunity for you to write directly to the hiring manager overseeing the position you desire and to capture his or her attention. Your goal is to demonstrate that you are not only qualified for the job and a potentially valuable contributor, but that you are also aware of the company, its values, aims,

This sample resume is part of the InternationalStudent.com [Resume Writing Center](#).