

MING CHEN

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DATE

Aug 28, 2026

Dear Hiring Manager,

I am writing to express my interest in the Project Manager position at Target Company, as advertised. With a Bachelor of Science in Business Management and four years of experience as an Assistant Project Manager, I have honed my skills in project management, Agile methodologies, and team leadership. I am eager to bring my proactive and detail-oriented approach to your esteemed organization.

At my previous position, I successfully led cross-functional teams to deliver projects on time and within budget while maintaining high standards of quality. My ability to develop comprehensive project plans and communicate effectively with stakeholders has been instrumental in fostering collaboration and ensuring alignment throughout project lifecycles. Moreover, I take pride in identifying potential risks early on and implementing strategic solutions that enhance operational efficiency.

I resonate deeply with Target Company's mission of fostering innovation, collaboration, and integrity. My working style is inherently collaborative; I thrive in environments where teamwork is valued. This aligns seamlessly with your commitment to client-centric approaches and sustainable practices.

In addition to my strong analytical skills, I possess a solid understanding of budget management which allows me to maximize resources effectively while still achieving desired outcomes. As someone who values organization and efficiency, I am confident that my contributions will support the continued success of your projects.

Thank you for considering my application. I look forward to the opportunity to discuss how my background can align with the goals of Target Company.

Sincerely,
Ming Chen