**[Your Full Name]**

**[Your Physical Address]**

**[Your Email Address]**

**[Your Contact Number]**

**[Date]**

**[Company Name]**

Re: Application for the position of Product Manager

Dear **[Recipient’s Name]**,

I am writing in application for the Product Manager position at **[company name]** as advertised in **[where you found the job posting]**. My educational background, experience in the field of product management, and goal-driven nature make me the perfect candidate for the job. I know that I would be a valuable addition to your team.

I have a **[qualification]** from **[educational institution]** and more than **[number of years]** of years experience in the **[industry]** industry. I have worked in several positions managing a specific element of a product's lifecycle, including [list job roles], before being responsible for managing the entire lifecycle of several products. I am adept at creating strategic plans for products and managing their execution, from requirements analysis and QA testing to product launches.

Over the years I have developed an extensive set of skills and continue to actively develop my competencies by taking part in leading industry seminars, workshops, and courses, such as **[list seminars/workshops/courses you've recently attended]**. I excel at **[list your top qualities and competencies],** with one of the most notable accomplishments of my career being **[describe what you accomplished, including specific outcomes]**.

Attached is my resume with a detailed account of my competencies, professional experience, and educational background. Please feel free to contact me directly at **[telephone number]**. I look forward to discussing the position in more detail.

Thank you for your time and consideration.

Sincerely,

**[Your full name]**