**PRODUCT MANAGER COVER LETTER**

October 28, 20XX

Dear Mr. Sinton,

As a prominent product manager in the HR tech industry for the past six years, I’ve been at the forefront of some of the most exciting developments. From award-winning employee engagement software to integrated training modules and engaging apps, in my previous role at Nurdle HR I helped shape and design innovative solutions that enabled millions of employees to have an easier time at work.

I worked in HR for several years before moving onto the supplier side, so my understanding of customer needs is second to none. I can work closely with development teams and guide them in designing functionality that will be adopted by the masses rather than taken up by the few. My last project for Nurdle was an SAAS employee engagement platform with an uptake of 750+ companies and over a million employees in the first year. We covered our development costs within the first three months.

I have worked on 10+ product launches, responsible for the full product development cycle — strategic planning, requirements analysis, quality assurance and product creation and testing. I have taken several programming and technology qualifications to allow me to better communicate with my colleagues, with annual revenue of our products exceeding $15 million and over 4,500 happy end clients.

In terms of my project management skills, I am Agile and Scrum-qualified and always seek to run an efficient and inquisitive operation where people can ask difficult questions and get a considered answer. Issues occur when problems are swept under the carpet. On my last performance appraisal, 100% of my colleagues gave me a 10/10 rating for organization and communication.

I would welcome an interview to see how I might help to develop your product pipeline.

Sincerely,

Jeffrey Powers