

# Jordan Lee

January 16, 2026

Acme Corporation

RE: No Experience Project Manager

Dear Hiring Manager,

I am excited to apply for the No Experience Project Manager position at Acme Corporation, which I discovered on your careers page. With a strong passion for organization, leadership, and problem-solving, I am eager to contribute to your team and help drive project success, even as I start my career in project management.

During my time at university, I successfully led a group project for a marketing course, where I coordinated a team of five classmates to develop a comprehensive marketing strategy for a local business. We conducted market research, crafted proposals, and presented our findings to the business owner, who later implemented several of our recommendations. This experience honed my skills in collaboration and communication, and taught me the importance of aligning team goals with client expectations. Additionally, I volunteered with a non-profit organization, where I organized a fundraising event that exceeded our target by 30%. This role involved meticulous planning and resource allocation, reinforcing my ability to manage timelines and budgets effectively.

I am particularly drawn to the No Experience Project Manager role at Acme Corporation because of your commitment to innovation and excellence. I am eager to learn from industry experts and contribute my background in teamwork and project coordination. I look forward to the opportunity to discuss how my skills and enthusiasm can benefit your organization. Thank you for considering my application.

Sincerely,

Jordan Lee