

**[Your Full Name]**

[Address]

[Phone Number]

[Email Address]

[LinkedIn Profile]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Project Coordinator position at [Company Name]. Transitioning from a career in United States Air Force logistics, I bring [Number] years of experience in managing complex supply chains, multi-million dollar asset inventories, and high-stakes operational timelines. My background in military readiness has equipped me with the precision, adaptability, and leadership required to drive project lifecycles to successful completion.

During my tenure in the Air Force, I specialized in [Specific Logistics Role/AFSC]. I successfully coordinated the movement and maintenance of critical resources under strict deadlines and fluctuating mission requirements. A key achievement included [Brief mention of a project or deployment where you managed resources, personnel, or timelines], which resulted in [Quantifiable result or efficiency gain]. These experiences have honed my ability to identify bottlenecks, mitigate risks, and communicate effectively across diverse cross-functional teams.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Project]. I am confident that my disciplined approach to logistics and my certification in [Mention any PMP, CAPM, or Lean Six Sigma if applicable] will allow me to seamlessly translate military operational excellence into streamlined project coordination for your team.

Thank you for your time and for considering my application. I look forward to the opportunity to discuss how my logistics expertise can support the project objectives at [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]