

**[Your Full Name]**  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Street Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Junior Project Manager position at [Company Name]. Having served as a Sergeant in the United States Army, I possess a proven track record of leadership, disciplined operational planning, and resource management. I am eager to translate my military expertise in coordinating complex missions into a high-impact project management career within your organization.

During my tenure as a Non-Commissioned Officer, I was responsible for the direct oversight of [Number] personnel and equipment valued at over [Dollar Amount]. My experience aligns with key project management domains, specifically:

- **Operational Execution:** Successfully managed the lifecycle of various tactical operations, ensuring strict adherence to timelines and standard operating procedures.
- **Risk Mitigation:** Identified potential mission bottlenecks and developed contingency plans to ensure mission success under high-pressure environments.
- **Team Leadership:** Mentored junior soldiers and facilitated cross-functional communication between departments to achieve unified objectives.

I am currently [pursuing/holding] my [PMP/CAPM/Relevant Certification] and have refined my proficiency in [Relevant Software/Tools, e.g., Jira, Trello, MS Project]. My background has instilled in me a commitment to accountability and a "mission-first" mindset that will allow me to deliver projects on time and within scope for [Company Name].

I am confident that my transition from military leadership to corporate project management will bring immediate value to your team. Thank you for your time and for considering my application. I look forward to discussing how my background can support your upcoming projects.

Sincerely,

[Your Signature]

[Your Printed Name]