

[Full Name]

[Rank / Military Branch - Optional]

[Address, City, State, Zip]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Re: Application for [Project Manager Position Title]

Dear [Hiring Manager Name/Selection Committee],

[Introductory paragraph: State your interest in the position and provide a high-level summary of your transition from Military Engineering to civilian Project Management, highlighting total years of leadership and technical oversight.]

Core Competencies & Leadership:

[Body paragraph 1: Detail experience in cross-functional team leadership, resource allocation, and mission-critical decision making. Mention specific engineering disciplines managed, such as infrastructure, combat engineering, or systems integration.]

Project Lifecycle & Technical Oversight:

[Body paragraph 2: Highlight experience with project scheduling, budgeting, risk mitigation, and quality control. Translate military terminology into PMP-aligned language (e.g., "Operations Orders" to "Project Execution Plans"). Mention any specific certifications like PMP, Lean Six Sigma, or Professional Engineer (PE) licenses.]

Strategic Impact:

[Body paragraph 3: Quantify achievements, such as the value of assets managed, percentage of projects completed ahead of schedule, or cost-saving measures implemented during deployments or domestic assignments.]

[Closing paragraph: Reiterate how your military background translates to the company's specific goals and express interest in discussing your qualifications in an interview.]

Sincerely,

[Signature]

[Full Name]