

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name/Project Selection Committee],

I am writing to express my strong interest in the [Project Manager Title] position at [Company Name]. Having served as a [Rank] in the [Military Branch] for [Number] years, I offer a proven track record of leading cross-functional teams, managing complex logistics, and delivering mission-critical results under high-pressure constraints—skills that directly translate to successful project lifecycles in the corporate sector.

Throughout my military career, I have specialized in [mention a core competency like Strategic Planning, Resource Allocation, or Risk Mitigation]. In my most recent role as [Last Military Role/Title], I oversaw the execution of [mention a major operation or program] valued at [Budget/Value]. By implementing [mention a methodology like Agile, Lean, or Waterfall principles], I successfully improved operational efficiency by [X]% and ensured 100% compliance with strict regulatory requirements.

My transition to civilian project management is backed by my ability to:

- **Lead Diverse Teams:** Directed units of [Number] personnel, fostering a culture of accountability and professional development.
- **Manage Risk:** Conducted comprehensive risk assessments for [Type of Operations], resulting in zero safety incidents over [Timeframe].
- **Stakeholder Communication:** Liaised between senior leadership and technical staff to ensure alignment on objectives and timelines.
- **Certifications:** [Mention PMP, CAPM, or relevant technical certifications].

I am impressed by [Company Name]'s commitment to [mention a specific company value or recent project]. I am eager to apply my leadership experience and disciplined approach to help your team achieve its project milestones on time and within budget.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in strategic operations can benefit your project management office.

Sincerely,

[Your Signature]

[Your Printed Name]