

[Full Name]

[Address, City, State, Zip]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Re: Application for [Job Title / Project Manager Role]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. As a Non-Commissioned Officer with [Number] years of service in the [Branch of Service], I have developed a robust foundation in operational planning, resource allocation, and team leadership that aligns directly with the requirements of project management.

Throughout my military career, I have been responsible for the oversight of [Number] personnel and the maintenance of equipment valued at \$[Amount]. My experience translates to the corporate sector through my ability to:

- **Lead Cross-Functional Teams:** Directed diverse units to achieve mission objectives under high-pressure environments.
- **Risk Mitigation:** Identified potential operational bottlenecks and implemented contingency plans to ensure 100% mission success rates.
- **Strategic Planning:** Managed end-to-end lifecycles for [Type of Operations/Projects], ensuring all deliverables met strict timelines and regulatory standards.

I recently earned my [PMP/CAPM/Other Certification] to formalize my expertise in Agile and Waterfall methodologies. I am eager to apply my discipline, adaptability, and technical proficiency to help [Company Name] streamline project workflows and exceed stakeholder expectations.

Thank you for your time and consideration. I look forward to discussing how my leadership background as an NCO can contribute to the success of your project management team.

Sincerely,

[Full Name]