

[Your 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],

I am writing to express my interest in the [Job Title] position at [Company Name]. As a veteran transitioning from [Number] years of service in the [Branch of Service], I offer a unique blend of disciplined leadership, strategic planning, and a proven ability to manage complex operations in high-pressure environments. I am eager to leverage my [Certification, e.g., CSM, PMP] and my experience in cross-functional team coordination to drive value within your Agile frameworks.

Throughout my military career, I specialized in [Military Occupational Specialty/Role], where I led teams of [Number] personnel to execute [Type of Mission/Project]. These experiences instilled in me the core tenets of the Agile Manifesto: prioritizing people and interactions over processes, and maintaining a laser focus on mission objectives. Specifically, I successfully managed [Describe a specific project or operation], which resulted in [Quantifiable Result or Achievement].

My transition to civilian project management is backed by my proficiency in [Agile Tool, e.g., Jira, Azure DevOps] and a deep understanding of Scrum and Kanban methodologies. I excel at removing blockers, facilitating continuous improvement, and ensuring transparent communication between stakeholders and technical teams. I am confident that my background in risk mitigation and adaptive leadership will allow me to contribute immediately to the success of [Company Name]'s upcoming initiatives.

I am impressed by [Company Name]'s commitment to [Mention a specific company value or recent project] and would welcome the opportunity to discuss how my leadership style and technical training align with your team's needs. Thank you for your time and for your company's support of the veteran community.

Sincerely,

**[Your Name]**