

# [FULL NAME]

[Phone Number] | [Email Address] | [LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Senior Project Management Executive position at [Company Name]. With over [Number] years of experience driving high-stakes Agile transformations and overseeing complex project portfolios, I have consistently delivered scalable solutions that align technical execution with overarching business strategy.

In my recent role as [Previous Job Title] at [Previous Company], I led cross-functional teams to achieve [Key Metric, e.g., a 30% increase in velocity or \$2M in cost savings]. I specialize in bridging the gap between C-suite vision and engineering reality, utilizing Scrum, Kanban, and Scaled Agile Frameworks (SAFe) to foster a culture of continuous improvement and rapid delivery.

My core competencies include:

- Strategic Roadmap Development & Executive Stakeholder Management
- Agile Maturity & Digital Transformation Leadership
- Enterprise-wide Resource Allocation & Budgetary Oversight
- Risk Mitigation & Change Management in Volatile Markets

I am particularly drawn to [Company Name] because of your recent initiatives in [Specific Company Project or Industry Direction]. I am confident that my background in optimizing operational workflows and leading high-performing PMOs would make me a valuable asset to your leadership team.

I look forward to the possibility of discussing how my experience in Agile leadership can contribute to the continued growth and efficiency of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Full Name]