

[FULL NAME]
[STREET ADDRESS] ♦ [CITY, STATE, ZIP]
[PHONE NUMBER] ♦ [EMAIL ADDRESS] ♦ [LINKEDIN URL]

[DATE]

[HIRING MANAGER NAME]
[TITLE]
[ORGANIZATION NAME]
[STREET ADDRESS]
[CITY, STATE, ZIP]

Dear [MR./MS./MX. LAST NAME],

Re: Executive Director, Project Management - [JOB ID OR REFERENCE]

It is with great interest that I submit my application for the Executive Director of Project Management position at [ORGANIZATION NAME]. With over [NUMBER] years of experience spearheading multi-million dollar portfolios and driving organizational transformation, I have developed a reputation for aligning complex project execution with high-level corporate strategy.

In my most recent role as [CURRENT/PREVIOUS TITLE] at [FORMER COMPANY], I oversaw a PMO responsible for [NUMBER] concurrent global initiatives. My leadership style focuses on creating scalable frameworks that balance rigorous governance with agile delivery. Key highlights of my tenure include:

- [ACHIEVEMENT: E.G., INCREASED PORTFOLIO ROI BY X% THROUGH STRATEGIC RESOURCE ALLOCATION]
- [ACHIEVEMENT: E.G., LED CROSS-FUNCTIONAL TEAMS OF X PEOPLE ACROSS MULTIPLE GEOGRAPHIES]
- [ACHIEVEMENT: E.G., IMPLEMENTED ENTERPRISE-WIDE PMO STANDARDS REDUCING TIME-TO-MARKET BY X%]

[ORGANIZATION NAME]'s recent focus on [SPECIFIC COMPANY GOAL OR MARKET MOVE] aligns perfectly with my expertise in [SPECIFIC SKILL: E.G., DIGITAL TRANSFORMATION / MERGERS & ACQUISITIONS]. I am eager to bring my vision for operational excellence and stakeholder management to your executive team to ensure the continued success of your strategic roadmap.

I welcome the opportunity to discuss how my background in high-stakes project leadership can contribute to the long-term growth of [ORGANIZATION NAME]. Thank you for your time and consideration.

Sincerely,

[FULL NAME]