

[FULL NAME]

[PHONE NUMBER] • [EMAIL ADDRESS] • [LINKEDIN PROFILE] • [CITY, STATE]
[Date]

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

RE: Senior Project Management Executive - [Reference Number/Job Title]

Dear [Mr./Ms./Mx. Surname],

With over [Number] years of leadership experience within the financial services sector, I am writing to express my interest in the Senior Project Management Executive position at [Company Name]. Throughout my career, I have specialized in steering high-stakes digital transformations, regulatory compliance overhauls, and enterprise-wide PMO operations that align directly with [Company Name]'s strategic objectives.

In my most recent role as [Current/Previous Title] at [Previous Organization], I successfully managed a project portfolio valued at over \$[Amount], delivering [specific achievement such as: a 20% increase in operational efficiency / a seamless migration of legacy systems]. I possess a deep understanding of the capital markets, retail banking, and fintech landscapes, ensuring that complex technical deliveries are balanced with stringent risk management and fiscal responsibility.

My core competencies include:

- Strategic Roadmap Development & Stakeholder Alignment
- Agile, Waterfall, and Hybrid Methodology Leadership
- Global Regulatory Compliance (AML, KYC, Basel III/IV, GDPR)
- Cross-Functional Team Leadership & Change Management
- OPEX/CAPEX Budget Oversight & Vendor Management

I am particularly drawn to [Company Name] because of your recent initiatives in [specific company initiative or market move]. I am confident that my ability to navigate volatile market conditions and translate executive vision into executable project milestones will make me a valuable asset to your leadership team.

I look forward to the opportunity to discuss how my background in financial project excellence can contribute to the continued growth of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Handwritten Signature (if hard copy)]

[Full Name]