

[Your Full Name]
[Street Address] | [City, State, Zip]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Organization Name]
[Organization Address]

RE: [JOB TITLE / REFERENCE POSITION NUMBER]

Dear [Hiring Manager Name or Search Committee], [Opening Paragraph: State your specific interest in the Senior Project Management Executive role. Summarize your years of experience in global operations and the specific value proposition you offer to their organizational scale.] [Body Paragraph 1: Focus on Global Strategy and Governance. Detail your experience overseeing multi-million dollar portfolios, cross-continental teams, and the implementation of standardized PMO frameworks across diverse markets.] [Body Paragraph 2: Focus on Results and Metrics. Highlight 2-3 high-impact achievements using quantitative data-such as percentage of budget saved, ROI delivered on digital transformations, or reduction in global project delivery timelines.] [Body Paragraph 3: Focus on Leadership and Stakeholder Management. Describe your approach to navigating complex regulatory environments, managing C-suite expectations, and fostering a culture of continuous improvement within international teams.] [Closing Paragraph: Reiterate alignment with the company's specific mission or current expansion goals. Express desire for a formal interview to discuss how your strategic oversight can drive their upcoming initiatives.]

Sincerely,

[Your Signature]
[Your Printed Name]