

[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 or Search Committee],

Re: [Job Title / Reference Code]

[Introduction: State your current executive role and your interest in the position. Briefly summarize your years of experience in technical program/project management and your specific industry expertise.]

[Executive Value Proposition: Highlight your ability to align technical roadmaps with business objectives. Mention high-level achievements such as portfolio budget management, cross-functional leadership of global teams, or successful delivery of flagship products.]

[Technical & Strategic Focus: Detail your experience with specific methodologies (Agile, Waterfall, SDLC) and organizational transformation. Describe a specific instance where your leadership directly impacted the bottom line, improved operational efficiency, or mitigated critical risks.]

[Cultural Fit & Closing: Express why you are drawn to this specific organization's mission or current technical challenges. Reiterate your readiness to drive value from day one.]

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]