

[FULL NAME]
[STREET ADDRESS]
[CITY, STATE, ZIP CODE]
[PHONE NUMBER] | [EMAIL ADDRESS]
[SECURITY CLEARANCE LEVEL]

[Date]

[Hiring Authority Name]
[Title/Rank]
[Organization/Agency Name]
[Department/Command]
[Address]

RE: [Program Name / Solicitation Number] - Program Executive Application

Dear [Rank and Last Name / Mr./Ms. Last Name],

[Introduction: State your intent to apply for the Program Executive position. Reference your years of experience in aerospace defense, specific platform expertise (Fixed-wing/Rotary/UAS), and your background in managing multi-billion dollar Acquisition Category (ACAT) programs.]

[Strategic Leadership: Detail your experience overseeing the full lifecycle of major defense systems. Highlight your proficiency in DAU/DoD 5000 series regulations, Earned Value Management Systems (EVMS), and your ability to align technical roadmaps with National Defense Strategy objectives.]

[Operational Excellence: Describe specific achievements in cost-avoidance, schedule acceleration, or technical innovation. Mention experience with Congressional budget cycles (PPBE), international partnerships (FMS), and interagency coordination between the Pentagon, Tier-1 contractors, and combatant commands.]

[Conclusion: Reiterate your readiness to drive mission-critical readiness and lethality. Express your desire to discuss how your leadership will ensure the successful delivery of [Specific Program] capabilities.]

Respectfully,

[Signature]

[Typed Name]

[Current Title/Military Rank]