

[Your Name]

[City, Country] | [Phone]

[Email] | [LinkedIn]

[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

Re: Application: Project Manager: [Your Name], PMP

Dear [Hiring Manager],

I am a project manager with [X] years delivering [SAR X]M projects in [sector]. Three results most relevant to [Company]:

- [Project A]: delivered [X] days ahead of schedule at [X]% under budget, with a team of [X].
- [Project B]: recovered a [X]-week delay through [re-baselining / resource leveling], protecting a [SAR X]M contract.
- [Project C]: cut rework by [X]% with a change-control process adopted across [X] projects.

I run projects using [PMBOK / Agile], track progress in [Primavera P6 / MS Project / Jira], and report to executives weekly with risks, cost forecast, and decisions needed.

I hold [PMP / PRINCE2] and am available to start within [notice period]. I would welcome a call to discuss [Company]'s [project name or type].

Regards,

[Your Name], [PMP]