

John Bergsen

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Tyrone Jackson

StarTech Solutions Inc.

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Jackson:

I'm contacting you regarding the director of project management position with StarTech Solutions Inc. As you can see from my resume, I have over 10 years of experience leading enterprise-level implementation projects valued at up to \$5 million. I am confident I can provide valuable leadership to your project management organization.

StarTech Solutions Inc. has a reputation for innovation and creativity that strongly aligns with me as a technology leader. During my time with Redline Technologies, I empowered my project teams to devise creative technical solutions for our enterprise clients. I believe I can generate similar results for your company based on my career accomplishments:

- Oversaw enterprise-level implementation projects valued at up to \$5 million, built and managed the Project Management Office, and developed standardized project management processes
- Drove the implementation of Agile and Waterfall methodologies across the organization to improve project delivery times by 25%
- Led daily standups with project teams and attended meetings with senior leadership and client stakeholders to review project status updates and milestones

I hope to speak with you further regarding how my project management and leadership expertise can benefit your organization. You may contact me via phone or email for any additional questions you may have about my background. Thank you for your time and consideration.

Sincerely,

John Bergsen