**MANAGER COVER LETTER**

August 31, 2021

Dear **[Mr./Ms./Mx.] [Hiring Manager’s Name]**,

As a goal-focused program manager with 10+ years of experience in directing large-scale programs and projects, I’m confident my skills and background align perfectly with **[Company Name]’s** Senior Program Manager position.

I have a proven track record in leading multimillion-dollar, enterprise-wide continuous-improvement initiatives, from planning to execution. Currently, as a Program Manager for Beyond Shelter, I oversee and guide a team of 10 FTEs along with 70+ indirect staff to manage an across-the-board community development program. Please consider my key achievements:

* Secured a $500K grant by planning program expansion goals, devising and submitting a comprehensive proposal targeting emerging community needs
* Drove a 47% improvement in operational efficiency by collaborating with the executive leadership to strategize a company-wide continuous improvement program
* Led the on-time and under-budget completion of 10+ implementation projects, with project budgets ranging from $5 million to $19 million

 As you can see, my credentials include substantial responsibility with documented success in various leadership roles. Thank you for considering my candidacy for this position. I’m eager to discuss your needs and my background in greater detail with you in an interview.

Sincerely,  
**[Your Name]**