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July 31st, 2025
Hiring Manager
SuperbTech, Inc.

SUBJECT: Application for Technical Project Manager at SuperbTech, Inc.

Dear Hiring Manager,

I am writing to express my keen interest in the Technical Project Manager position at SuperbTech, Inc., as advertised on LinkedIn. With over 10 years of experience managing complex, concurrent technical projects in client-facing consulting environments, my background aligns perfectly with the responsibilities and qualifications outlined in your job description.

My career has been dedicated to leading projects from initiation to completion, ensuring delivery is on-time, within scope, and on-budget. I am an expert in developing comprehensive project schedules, managing budgets and forecasts, and executing change orders to maintain financial and strategic alignment. My experience includes rigorous RAID management to proactively mitigate risks and ensure smooth project execution across cross-functional teams.

I am certified in SAFe and Scrum and highly proficient in both Agile and Waterfall methodologies, allowing me to adapt my approach to best suit project and client needs. I have a strong record of delivering projects in your preferred industries, including technology, healthcare, and government. A key strength is my ability to communicate effectively with all levels of an organization, from leading development team meetings to preparing and presenting clear status updates for executive-level steering committees.

I am confident that my leadership skills and technical project management expertise will allow me to make a significant contribution to SuperbTech, Inc. I am eager to discuss how my background can support your team's success.

Sincerely,

Sebastian Ochoa Alvarez