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July 30th, 2025

Hiring Manager

CEI Engineering Associates, Inc.

SUBJECT: Application for Civil Project Manager at CEI Engineering Associates, Inc.

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Civil Project Manager position at CEI Engineering Associates, Inc., which I discovered on LinkedIn. Your firm's reputation for helping clients streamline processes, create efficiencies, and drive revenue aligns perfectly with my professional dedication to delivering projects that are not only successful but also add significant value.

In my previous role, a key challenge was managing a large-scale datacenter migration from on-premise to the cloud for a major financial institution. This project required meticulous coordination of physical infrastructure, utilities, and diverse technical teams under a strict budget and timeline, similar to the demands of complex land development projects.

As the lead Project Manager, I developed the complete project plan, defining the scope, schedule, and budget. I served as the primary liaison between executive stakeholders, engineering teams, and external vendors, ensuring clear communication and managing expectations throughout the project lifecycle. I implemented rigorous quality control checks and proactive risk mitigation strategies to navigate unforeseen challenges.

My leadership ensured the project was completed on schedule and 10% under budget, with a seamless transition that guaranteed zero downtime for critical banking operations. This success underscores my ability to manage complex, multi-faceted projects and deliver quality outcomes.

I am particularly drawn to CEI's commitment to fostering a supportive environment where employees can excel and grow. My adaptive project management approach, combining structured planning with agile execution, would enable me to effectively lead your land development projects from conception to completion, ensuring client satisfaction and fostering the repeat business that is a hallmark of CEI's success.

Thank you for considering my application. I am confident that my extensive experience in project management and team leadership makes me an excellent candidate for this role and I look forward to discussing how I can contribute to your team.

Sincerely,

Sebastian Ochoa Alvarez