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July 30th, 2025
Hiring Manager
Cupertino Electric, Inc.

SUBJECT: Application for IT Project Manager at Cupertino Electric, Inc.

Dear Hiring Manager,

I am writing to express my keen interest in the IT Project Manager position at Cupertino Electric, Inc., as advertised on LinkedIn. CEI's 70-year reputation for integrity and delivering complex, high-profile projects that tangibly improve lives is precisely the kind of environment where I thrive. My 10+ years of experience leading major business system and enterprise-wide technology projects align perfectly with the requirements of this role.

In my previous roles, I faced the challenge of managing diverse project portfolios, each demanding a unique approach to meet specific business needs. For instance, I successfully led projects for clients in highly regulated industries like finance and healthcare. I took action by implementing adaptive project management frameworks, using a classic waterfall model for infrastructure projects and agile methodologies for rapid application development. I constructed detailed work plans, managed scope and budgets, and established clear communication channels with all stakeholders, from technical teams to C-level executives. This resulted in improved delivery predictability, enhanced platform performance by up to 40% in one e-commerce program, and ensured all projects met their strategic and financial goals.

The role requires a leader who can guide diverse, cross-functional teams and manage vendor relationships effectively. I have a strong record of this, having led global teams of over 100 professionals and managed numerous third-party vendor contracts. I built and motivated these teams by providing clear purpose, direction, and a path for success, which was instrumental in staffing and launching large-scale digital transformations. This leadership ensured projects adhered to scope, schedule, and budget, fostering a collaborative environment that was key to achieving milestones on time.

CEI's philosophy that "how we do it is everything" deeply resonates with my professional values. My background in leading projects in critical sectors like public safety and healthcare has instilled in me a profound commitment to quality, creative problem-solving, and doing the right thing. I am confident that my skills in project execution, cross-functional collaboration, and business communication would make me a valuable asset to your seasoned IT team. I am eager to contribute to building great things with great people at Cupertino Electric.

Sincerely,

Sebastian Ochoa Alvarez