



CAREER CENTER  
ST. CLOUD STATE UNIVERSITY

(320) 308-2151  
Centennial Hall 215

[www.stcloudstate.edu/careercenter](http://www.stcloudstate.edu/careercenter)

## *Veteran Cover Letter*

**Vince Veteran**

1234 Military Rd, St. Cloud, MN 56301  
(320)123-4567  
vince.vet@gmail.com

April 10, 20XX

Abigail Smith, Business Manager  
ABC Company, Inc.  
7000 Hancock Street  
Lansdale, PA 19446

Dear Ms. Smith,

I am writing to express my interest in the Project Manager position at ABC Company, Inc. I found this position on the Career Center website and believe I would benefit from this position but also benefit you and your company. I have a keen interest and passion for business and will be graduating with a B.A. degree in May.

With a consistent track record of success in achieving a broad range of goals throughout my career, I believe I offer leadership abilities and management skills that would benefit ABC Company, Inc. Both my military experience and education in the area of management have provided me with an array of capabilities that would make me a well-rounded addition to your team in the available position of Project Manager. My time in The United States Army was both challenging and rewarding, and I am now looking for a position that will offer the same. Some of my key attributes include:

- Advanced team development skills, including training, mentoring and evaluating performances
- High level of adaptability and flexibility gained through working in high-pressure situations
- Strong management experience in overseeing, planning and executing programs and projects
- Ability to foster strong relationships with team members, upper management, and clients resulting in an efficient and highly successful leadership style

My included resume provides additional details concerning my qualifications and accomplishments and I welcome the opportunity to further discuss my qualifications for the Project Manager position. Please contact me at your convenience and thank you for your time and consideration.

Sincerely,

Vince Veteran