Dear Sir/Madam,

I am writing to you with regard to the suitable openings in General management, Project and/or Contract Management and procurement, available with you.

I am a highly motivated, versatile and focused Contracts & Project Management Expert who recognizes that high productivity and excellent results are only achieved through a knowledgeable and motivated team. I have built a portfolio of transferable technical and interpersonal skills through a series of assignments with world’s leading companies and am now very keen to further expand my skill set and progress in the next stage of my career.

I have nearly 14 years’ experience in driving value-added results, optimizing operational execution and supporting the business to improve their P&L. Well versed in Total cost of Ownership (TCO) approach, Skilled in Project Management, Operations management, cost analysis, procurement & supply chain, negotiation, contracts management and team management to help driving sustainable profits.

I am therefore actively looking for a new opportunity that will enable me to use my skills, experience and aptitude, as well as my enthusiasm and dedicated approach, to make a significant contribution to a successful organization that will give direct benefits to its technical operations and business strategy as well as its clients.

Looking forward to hear from you,

Regards

Lokesh Pathak

(PMP, IPMO, Prince2, M Tech, E Eng, Paralegal)

Bahrain

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As a candidate with extensive experience in <job title>, I am highly skilled in <Hard Skills to JD>.

The opportunity to join <Organization> greatly interests me because <Reasons>. As a holder of <Degrees, Certs>I can competently execute <JD Responsibilities>.
I believe that I would make a valuable asset to your team and I offer my resume for your review.

As per my professional summary, my qualities and experience make me highly suitable for the role of <Target Role>.
I am highly regarded for <Transferable Skills>. I am proficient in <Systems>.

Throughout my career, I have demonstrated the highest levels of service and commitment to the mission of any organization I have worked for. <List 3-4 achievements relevant to the JD>.

Thus, if you are looking for a well grounded <Job Title> please contact me to arrange an interview. I am eager to learn more about how your organization can benefit from my contribution.

I thank you for your time and consideration, and I look forward to hearing from you.