



# Kaia Ortiz

Program/Project Manager

## Contact

---

- Address**  
1234 Elm Street, Dallas, TX  
75201
- Phone**  
(214) 555-9876
- Email**  
kaia.ortiz@example.com
- LinkedIn**  
linkedin.com/in/kaiaortiz
- Website**  
kaiaortiz.com

JUNE 24, 2026

Hiring Manager  
Futura Energy Solutions  
Austin, TX

Dear Hiring Manager,

I am eager to apply for the Program/Project Manager position at Futura Energy Solutions, as my experiences align seamlessly with your needs, particularly in delivering effective project oversight and fostering collaboration within diverse teams, key traits that I recognize are essential in your innovative work environment amidst the evolving energy landscape.

Being at Green Energy Innovations, I spearheaded projects that boosted our productivity, cutting costs by 20% through clever resource management, thus illustrating my commitment to enhancing operational efficiency, and reinforcing team synergy, while continually striving for excellence in project delivery and outcome.

I faced hurdles while cultivating team dynamics; however, by implementing targeted strategies that emphasized communication and feedback, it became easier to navigate challenges, leading to enhanced team performance, thus fostering a positive atmosphere that champions growth and collaboration.

Throughout my career, effective documentation and reporting have been my strong suits, enabling swift decision-making processes while keeping all stakeholders well-informed, and thanks to my PMP certification, I ensure that quality management and risk evaluation are always prioritized in every endeavor.

As I seek to join Futura Energy Solutions, I am enthusiastic about the chance to lead cross-functional projects, while remaining dedicated to developing actionable business cases, and navigating the operational flows that make a real impact on efficiency and service quality.

I look forward to discussing how I can contribute to your team.

Thanks,

*Kaia Ortiz*

**Kaia Ortiz**