

[Your Name]  
[Your Phone Number]  
[Your Email]  
[Your LinkedIn Profile]

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

Dear [Recipient Name],

As a seasoned executive with over [Number] years of experience driving operational excellence and double-digit revenue growth within the [Industry] sector, I am writing to express my interest in joining [Company Name] as [Target Position].

Throughout my career, I have specialized in transforming complex business challenges into sustainable growth opportunities. My leadership philosophy centers on building high-performance cultures, optimizing global supply chains, and spearheading digital transformation initiatives. At [Current/Previous Company], I successfully [mention a major achievement, e.g., increased EBITDA by 25% or led a \$50M market expansion].

I have followed [Company Name]'s recent [mention a specific company achievement or news] and believe my expertise in [Key Skill 1] and [Key Skill 2] aligns perfectly with your strategic goals for the upcoming fiscal year.

My core competencies include:

- Strategic Planning & Execution
- P&L Management & Fiscal Oversight
- Change Management & Organizational Restructuring
- Stakeholder Relations & Board Governance

I am eager to discuss how my background in leading large-scale initiatives can contribute to the continued success of [Company Name]. I have attached my executive biography and resume for your review.

Thank you for your time and consideration. I look forward to the possibility of a formal conversation.

Sincerely,

[Your Signature]

[Your Printed Name]