

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient's Name],

[Opening paragraph: Briefly introduce yourself and state the position you are applying for. Include a concise summary of your executive background.]

[Middle paragraph(s): Highlight your most relevant experience, achievements, and leadership skills that make you an ideal candidate. Include specific examples and quantify results if possible.]

[Closing paragraph: Express enthusiasm for the opportunity, reiterate your value, and mention your desire to discuss your qualifications further.]

Sincerely,

[Your Name]