

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

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State ZIP]

## **GREETING**

[Dear Mr./Ms. Last Name:]

## **OPENING PARAGRAPH**

State your interest in the executive position and how you heard about the opportunity.

## **VALUE PROPOSITION**

Brief overview of your leadership experience and key strengths relevant to the role.

## **CORE COMPETENCIES**

Highlight two or three career accomplishments or strategic skills that align with the company's needs.

## **CULTURAL & STRATEGIC FIT**

Demonstrate understanding of the company's goals, vision, or challenges and your fit as a leader.

## **CLOSING PARAGRAPH**

Express enthusiasm, suggest further discussion, and thank the recipient for their consideration.

[Sincerely,]

[Your Name]