

[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]