

[Your Full Name]
[City, State, Zip Code]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]

[Date]

[Recruiter Name]
[Title, e.g., Senior Executive Recruiter]
[Agency or Company Name]
[Address]

RE: [Specific Role or Target Industry Focus]

Dear [Recruiter Name],

I am writing to formally introduce myself as a seasoned **[Your Current Title/Professional Level]** with over **[Number]** years of experience in the **[Industry]** sector. Having followed your success in placing high-caliber talent within **[Target Company or Sector]**, I am reaching out to discuss how my background aligns with your current or upcoming executive searches.

Currently, I serve as **[Current/Last Role]** at **[Company]**, where I have specialized in **[Core Competency 1]** and **[Core Competency 2]**. My career is defined by a track record of driving strategic growth, specifically:

- **[Major Achievement 1]:** [Quantifiable result, e.g., increased revenue by X%].
- **[Major Achievement 2]:** [Operational improvement or leadership milestone].
- **[Major Achievement 3]:** [Relevant technical skill or project delivery].

What differentiates my profile is my ability to **[Unique Selling Proposition, e.g., bridge the gap between technical execution and C-suite strategy]**. As I transition into my next professional chapter, I am targeting roles that require **[Specific Skillset]** within organizations that value **[Specific Corporate Value or Goal]**.

I have attached my resume for your review and would welcome a brief introductory call to discuss any relevant mandates you are currently managing. Thank you for your time and professional consideration.

Sincerely,

[Your Full Name]