

**[Your Full Name]**

[City, State, Zip Code] | [Phone Number]

[Email Address] | [LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

Regarding the [Job Title] position at [Company Name], I am writing to express my interest in transitioning my entrepreneurial background into a focused corporate role. Having successfully owned and operated [Business Name] for [Number] years, I am eager to apply my high-level operational oversight and strategic problem-solving skills to your [Specific Department] team.

As a former small business owner, I functioned as a "department of one," mastering [Skill 1], [Skill 2], and [Skill 3]. This experience provided me with a unique perspective on [Industry/Function] and a deep understanding of how individual contributions affect the bottom line. At [Business Name], I achieved [Specific Metric/Achievement, e.g., 20% year-over-year growth], which required the exact blend of [Required Corporate Skill] and cross-functional collaboration mentioned in your job description.

While I enjoyed the breadth of business ownership, I am now seeking to leverage my expertise within a structured corporate environment where I can focus my energy on [Specific Job Function]. I am particularly drawn to [Company Name] because of [Specific Reason/Company Value], and I am confident that my owner-mindset will translate into a high degree of accountability and initiative within your organization.

I have attached my resume, which further details my professional milestones and technical proficiencies. I look forward to the possibility of discussing how my diverse background can contribute to the continued success of [Company Name].

Sincerely,

[Your Name]