

[Your Full Name]

[CITY, STATE, ZIP] | [PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE]

[Date]

[Chairman/Search Committee Lead Name]

[Board of Directors / Selection Committee]

[Biotech Company Name]

[Company Address]

Dear [Name],

I am writing to express my formal interest in the Chief Executive Officer position at [Company Name]. With over [Number] years of leadership in the life sciences sector-spanning drug discovery, clinical development, and successful capital raises-I am prepared to lead [Company Name] through its next phase of [e.g., Phase II trials / IPO / commercialization].

Throughout my career, I have focused on bridging the gap between innovative science and commercial viability. My core competencies include:

- **Strategic Financing:** Secured [\$ Amount] in Series [A/B/C] funding and navigated [M&A or IPO processes].
- **Clinical Pipeline Management:** Oversaw the progression of [Number] candidate molecules from pre-clinical stages through [FDA/EMA] approval.
- **Operational Excellence:** Scaled organizational infrastructure while maintaining rigorous scientific integrity and regulatory compliance.
- **Stakeholder Relations:** Managed complex relationships with boards, scientific advisory boards, and institutional investors.

What attracts me to [Company Name] is your proprietary [mention specific technology or platform] and its potential to disrupt the [specific therapeutic area] landscape. I am confident that my experience in [specific niche skill] will provide the strategic vision necessary to deliver value to patients and shareholders alike.

I welcome the opportunity to discuss how my leadership style and track record of clinical and financial milestones align with the goals of your board. Thank you for your time and consideration.

Sincerely,

[Your Name]