

# [Full Name]

[City, State, Zip] | [Phone Number] | [Email Address] | [LinkedIn Profile URL]

---

[Date]

[Name of Board Chair/Search Committee Lead]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Name of Recipient or Board of Directors],

I am writing to formally express my interest in the Chief Executive Officer position at [Company Name]. With over [Number] years of executive leadership within the energy sector, I have a proven track record of navigating complex regulatory landscapes, driving large-scale capital projects, and spearheading [Renewable/Oil & Gas/Utility] transformations that align with global decarbonization goals and shareholder interests.

In my most recent role as [Current/Previous Title] at [Previous Company], I oversaw a portfolio valued at \$[Amount] and led a workforce of [Number] employees. During my tenure, I successfully [Key Achievement: e.g., increased EBITDA by X%, reduced operational carbon intensity by X%, or led a successful \$X billion IPO/Merger]. My strategic focus has always been on balancing immediate operational excellence with long-term energy transition strategies to ensure sustainable growth in a volatile market.

Your recent initiatives in [Mention a specific company project or strategic direction] particularly resonate with my expertise in [Specific Skill: e.g., grid modernization, upstream asset optimization, or hydrogen infrastructure]. I am confident that my experience in managing high-stakes stakeholder relations-including government entities, institutional investors, and community partners-will be an asset to [Company Name] as it enters its next phase of expansion.

I look forward to the opportunity to discuss how my vision for the future of energy and my disciplined approach to corporate governance can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Full Name]