

[Your Full Name]

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

[Date]

[Hiring Committee Chair Name]
[Title, e.g., Chairman of the Board]
[Healthcare Organization Name]
[Street Address]
[City, State, Zip Code]

Dear [Mr./Ms./Dr.] [Last Name],

Re: Chief Executive Officer Application

[Introductory paragraph: State your interest in the CEO position at [Organization Name]. Summarize your years of executive leadership experience and your high-level alignment with the institution's mission and current clinical or operational goals.]

[Second paragraph: Detail specific achievements in strategic growth, financial stewardship, or operational turnaround. Highlight your experience navigating complex regulatory environments, CMS compliance, and value-based care models.]

[Third paragraph: Discuss your leadership philosophy regarding patient outcomes, physician relations, and organizational culture. Mention specific metrics such as HCAHPS scores, EBITDA improvements, or successful mergers/acquisitions.]

[Closing paragraph: Reiterate your enthusiasm for the role and the specific impact you intend to make. Express interest in a formal interview to discuss how your vision aligns with the Board's strategic objectives.]

Sincerely,

[Signature]

[Your Printed Name]