

[Full Name]

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

[Date]

[Hiring Committee Name / Board of Directors]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Name of Board Chair or Search Committee Head],

RE: Chief Executive Officer Application

[Introductory paragraph: State your interest in the CEO role at [Company Name]. Mention your years of executive leadership within the retail sector and your admiration for their brand positioning or recent market shifts.]

[Second paragraph: Detail your history of scaling retail operations. Highlight specific achievements in omnichannel integration, supply chain optimization, or brand revitalization. Use metrics like % increase in EBITDA, YOY comparable store sales growth, or e-commerce conversion rates.]

[Third paragraph: Discuss your strategic vision regarding current retail challenges, such as consumer behavior shifts, digital transformation, and sustainable sourcing. Explain how your leadership style fosters high-performance cultures across corporate and frontline retail teams.]

[Closing paragraph: Reiterate your enthusiasm for leading [Company Name] into its next phase of growth. State your availability for a formal discussion regarding the company's strategic objectives.]

Sincerely,

[Signature]

[Full Name]