

[Your Full Name]

[Street Address] | [City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

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

I am writing to express my formal interest in the [Target Role] position at [Company Name]. Having served as Chief Operating Officer at [Previous Company] for [Number] years, I have developed a robust expertise in organizational scaling, cross-functional leadership, and operational excellence. I am now seeking to pivot my career toward [New Industry/Field], where I can apply my executive-level strategic oversight to drive [Target Company's Goal].

In my tenure as COO, I successfully led [Achievement 1, e.g., a digital transformation that increased efficiency by X%]. While my background is rooted in [Previous Industry], the core competencies I have mastered—such as P&L management, stakeholder alignment, and complex problem-solving—are directly transferable to the challenges facing [Company Name]. I have a proven track record of entering unfamiliar operational environments and quickly establishing systems that ensure sustainable growth.

What draws me to [Company Name] is your commitment to [Specific Company Value or Project]. My transition is motivated by a desire to bring my experience in [Skill A] and [Skill B] to a mission-driven organization that prioritizes [Industry Trend]. I am confident that my high-level perspective as an outgoing COO allows me to approach [New Role] with a unique balance of tactical execution and long-term vision.

I would welcome the opportunity to discuss how my leadership background and adaptability can contribute to the continued success of your team. Thank you for your time and consideration.

Sincerely,

[Your Name]