

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]  
[City, State, Zip Code]

[Date]

**[Hiring Manager Name]**  
[Title]  
[Company Name]  
[Company Address]

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

**RE: Executive Director Application - [Target Industry/Company]**

As a seasoned executive with over [Number] years of leadership experience in [Current Industry], I am writing to express my strong interest in transitioning to the [Target Industry] sector as the Executive Director for [Company Name]. While my background is rooted in [Current Industry], my core competencies in strategic scaling, stakeholder management, and operational excellence are industry-agnostic and directly aligned with your current mission of [Mission/Goal of Company].

Throughout my tenure as [Current/Previous High-Level Title], I have specialized in navigating complex organizational shifts. My career is defined by several key achievements that demonstrate my readiness for this pivot:

- **Strategic Vision:** [Describe a high-level strategy you implemented that increased revenue or efficiency].
- **Cross-Functional Leadership:** [Describe how you led diverse teams through a period of significant change or growth].
- **Stakeholder Governance:** [Mention experience working with Boards of Directors or external regulatory bodies].

I am particularly drawn to [Company Name] because of your recent initiative in [Specific Company Project]. I am confident that my external perspective will provide a fresh framework for solving [Industry Specific Challenge], applying proven methodologies from [Current Industry] to drive innovation and sustainable growth within your organization.

I welcome the opportunity to discuss how my transferable leadership skills can support [Company Name]'s long-term objectives. Thank you for your time and consideration.

Sincerely,

[Signature]

[Your Printed Name]