

[Your Full Name]

[City, State, Zip Code] | [Phone Number]

[Email Address] | [LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Re: [Position Title] - [Job Reference Number, if applicable]

Dear [Hiring Manager Name],

[Opening Paragraph: State the specific executive role you are applying for. Briefly mention your current status as a global operations leader and highlight a high-level achievement that aligns with the company's current international expansion or operational goals.]

[Second Paragraph: Focus on Global Strategy and Scale. Describe your experience managing cross-functional teams across multiple continents. Detail your expertise in supply chain optimization, P&L management, or digital transformation on a global scale.]

[Third Paragraph: Quantifiable Impact. Use bullet points for readability:]

- [Achievement: e.g., Reduced global operational expenditure by X% through...]
- [Achievement: e.g., Scaled operations across X countries, resulting in...]
- [Achievement: e.g., Led a workforce of X+ employees to achieve...]

[Fourth Paragraph: Cultural Fit and Value Proposition. Explain why you are making this career move now and how your specific leadership philosophy will drive [Company Name] toward its long-term objectives.]

[Closing: Reiterate interest and request a formal interview to discuss strategic alignment.]

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]