

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name/Search Committee Chair]

[Title, e.g., Board President]

[Organization Name]

[Organization Address]

Dear [Name of Contact Person or Search Committee],

Re: [Title of Executive Position]

[Introductory paragraph: State your interest in the mission and the specific executive role. Briefly mention your current high-level corporate or public sector background and your desire to pivot your leadership expertise toward social impact.]

Strategic Leadership & Vision

[Bullet point or short paragraph: Describe your experience managing large-scale P&L, multi-disciplinary teams, or complex operations. Explain how these "for-profit" or "public" efficiencies will translate to non-profit sustainability.]

Stakeholder Engagement & Advocacy

[Bullet point or short paragraph: Detail your history with board relations, public speaking, or high-level negotiations. Emphasize your ability to act as the face of the organization and build community partnerships.]

Mission Alignment & Philanthropic Drive

[Bullet point or short paragraph: Connect your personal values or previous volunteer/board experience to the organization's specific cause. Demonstrate that while you are transitioning sectors, you are deeply committed to the mission.]

[Closing paragraph: Summarize your value proposition. Express enthusiasm for the opportunity to discuss how your executive track record can drive the organization's strategic goals.]

Sincerely,

[Your Signature]

[Your Printed Name]