

[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. Surname],

[Introduction: State the specific executive leadership position you are targeting. Briefly acknowledge your successful tenure in the (Current Sector) and express your strategic decision to pivot your expertise into the (Target Sector).]

The Value of Cross-Sector Leadership
[Sector Shift Narrative: Explain why you are moving to this industry now. Highlight how your high-level perspective from (Current Sector) offers a unique competitive advantage or a fresh approach to common challenges in (Target Sector).]

Transferable Executive Competencies
[Core Competencies: Detail 2-3 universal leadership pillars such as P&L management, organizational transformation, or M&A activity. Describe a significant achievement in your current field and explicitly translate how that methodology applies to (Company Name)'s goals.]

Alignment and Vision
[Cultural/Strategic Fit: Demonstrate your research into the company's current market position. Mention specific initiatives where your background in (Current Sector) provides the necessary "outside-in" innovation required for their next phase of growth.]

[Closing: Reiterate your enthusiasm for the transition. Propose a meeting to discuss how your executive track record can be leveraged to drive results in this new landscape.]

Sincerely,

[Your Signature]
[Your Typed Name]