

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title]

[Enterprise Company Name]

[Company Address]

RE: [Job Title] / [Job ID Number]

Dear [Hiring Manager Name],

[Opening Paragraph: State the specific role you are applying for. Briefly mention your background as a Founder/CEO of [Startup Name] and bridge the gap by explaining why you are transitioning to enterprise leadership at [Enterprise Company Name]. Mention a specific corporate goal or challenge the company is facing that you are equipped to solve.]

[Second Paragraph: Translating Founder Skills to Enterprise Scale. Focus on strategic alignment, cross-functional stakeholder management, and institutionalizing processes. Mention your experience managing P&L, reporting to a Board of Directors, or overseeing complex integrations that mirror enterprise-level operations.]

[Third Paragraph: Evidence of Impact. Detail 2-3 specific achievements from your startup tenure that demonstrate scalability. Use metrics (e.g., "Scaled revenue from \$X to \$Y," "Led a team of X through a pivot/acquisition," "Implemented enterprise-grade security/compliance"). Emphasize your ability to lead within a larger ecosystem rather than just a lean team.]

[Fourth Paragraph: Cultural Fit and Long-term Vision. Address why you are moving from "building your own thing" to "building within a global leader." Express your enthusiasm for the company's specific mission and how your entrepreneurial agility will drive innovation within their established framework.]

Thank you for your time and consideration. I look forward to discussing how my background in rapid scaling and strategic leadership can contribute to the continued success of [Enterprise Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]