

[FULL NAME]

[City, State, Zip] | [Phone Number]
[Email Address] | [LinkedIn Profile URL]

[Date]

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

RE: EXECUTIVE DIRECTOR OF CORPORATE STRATEGY APPLICATION

Dear [Hiring Manager Name],

[Opening Paragraph: State the specific position and your high-level value proposition. Mention your years of experience in leading enterprise-wide transformations, M&A, or market expansion within the [Industry] sector.]

[Second Paragraph: Focus on strategic vision and execution. Detail a specific instance where you identified a market opportunity or operational inefficiency and the measurable fiscal impact of your resulting strategy.]

[Third Paragraph: Address leadership and cross-functional collaboration. Highlight your ability to align C-suite stakeholders, manage diverse global teams, and foster a culture of data-driven decision-making.]

[Fourth Paragraph: Express alignment with the company's specific goals or current market challenges. Explain why your background is the ideal fit for [Company Name]'s current trajectory.]

Thank you for your time and consideration. I look forward to discussing how my strategic leadership can drive long-term value for [Company Name].

Sincerely,

[Full Name]