

# [Full Name]

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

[Date]

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

Dear [Hiring Manager Name],

**Introduction:** [State the specific Digital Transformation Leadership role you are applying for and mention how your background in aligning technology initiatives with overarching business goals makes you a strong fit for [Company Name].]

**Strategic Vision & Alignment:** [Describe your approach to developing a digital roadmap. Mention how you bridge the gap between technical execution and C-suite objectives, ensuring digital investments drive measurable ROI and competitive advantage.]

**Change Management & Execution:** [Detail your experience leading cross-functional teams through complex organizational shifts. Highlight your ability to foster a digital-first culture, overcome institutional inertia, and deliver scalable technology solutions (e.g., Cloud, AI, Data Analytics).]

**Quantifiable Impact:** [Provide 2-3 bullet points showcasing specific achievements, such as percentage increase in operational efficiency, revenue growth through digital channels, or cost savings from legacy modernization.]

**Closing Statement:** [Reiterate your enthusiasm for the company's specific mission or recent market moves. Express your desire to discuss how your strategic leadership can accelerate their digital maturity.]

Sincerely,

[Full Name]