

[FULL NAME]

[PHONE NUMBER] • [EMAIL ADDRESS] • [LINKEDIN PROFILE] • [LOCATION]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name/Search Committee],

Re: [Target Executive Position - e.g., VP of Engineering / CTO]

[Opening paragraph: State your interest in the role and a high-level summary of your engineering leadership experience, emphasizing your ability to scale technical organizations and align engineering strategy with business objectives.]

[Body paragraph 1: Detail your experience in technical roadmap execution, architectural oversight, and product innovation. Highlight specific metrics or outcomes from your previous executive tenure.]

[Body paragraph 2: Discuss your leadership philosophy regarding engineering culture, talent acquisition, retention, and cross-functional collaboration with Product, Sales, and Operations.]

[Body paragraph 3: Address how your specific background solves the company's current challenges, whether it be digital transformation, scaling a startup to IPO, or managing global distributed teams.]

[Closing paragraph: Reiterate your value proposition and express your desire for an interview to discuss how your leadership can drive [Company Name]'s technical vision forward.]

Sincerely,

[Full Name]