

[FULL NAME]
[CITY, STATE, ZIP]
[PHONE NUMBER]
[EMAIL ADDRESS]
[LINKEDIN PROFILE / PORTFOLIO URL]

[DATE]

[RECIPIENT NAME]
[RECIPIENT TITLE]
[COMPANY NAME]
[COMPANY ADDRESS]

Dear [RECIPIENT NAME/SEARCH COMMITTEE],

RE: Chief Technology Officer Application

As a visionary technology executive with over [NUMBER] years of experience driving digital transformation and architectural excellence, I am writing to express my interest in the Chief Technology Officer position at [COMPANY NAME]. My career has been defined by aligning robust technological frameworks with long-term business objectives to catalyze growth and operational efficiency.

In my most recent role as [CURRENT/PREVIOUS TITLE] at [PREVIOUS COMPANY], I spearheaded [MAJOR ACHIEVEMENT, E.G., A CLOUD MIGRATION OR PRODUCT SCALE-UP] that resulted in a [PERCENTAGE]% increase in system uptime and a [AMOUNT] reduction in annual overhead. I specialize in building high-performing engineering cultures, navigating complex M&A integrations, and deploying emerging technologies-including AI and machine learning-to maintain a competitive market edge.

I am particularly drawn to [COMPANY NAME]'s commitment to [SPECIFIC COMPANY VALUE OR PROJECT]. I am confident that my experience in [SPECIFIC SKILL, E.G., SAAS SCALING OR CYBERSECURITY STRATEGY] will allow me to lead your technical organization through its next phase of evolution.

Thank you for your time and consideration. I look forward to discussing how my strategic leadership can contribute to the continued success of [COMPANY NAME].

Sincerely,

[SIGNATURE]

[FULL NAME]