

# [FULL NAME]

[CITY, STATE, ZIP] | [PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE URL]  
[Date]

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

**RE: [Target Executive Position - e.g., CTO, CIO, VP of Engineering]**

Dear [Hiring Manager Name/Search Committee],

[Introductory paragraph: State the specific executive role you are applying for. Briefly summarize your years of experience in technology leadership and your primary value proposition, such as driving digital transformation, scaling infrastructure, or leading high-growth engineering organizations.]

[Body paragraph 1: Detail your strategic leadership. Mention specific experience in aligning technology roadmaps with overarching business goals. Highlight your ability to manage multi-million dollar budgets and lead global, cross-functional teams.]

[Body paragraph 2: Focus on quantifiable technical achievements. Use bullet points for impact:]

- [Achievement: e.g., Reduced operational costs by X% through cloud migration or automation.]
- [Achievement: e.g., Spearheaded the development of a platform supporting X million users.]
- [Achievement: e.g., Led M&A technical due diligence or integrated legacy systems post-acquisition.]

[Body paragraph 3: Address your leadership philosophy and cultural fit. Mention your experience in mentoring senior directors, fostering innovation, and communicating technical vision to Board-level stakeholders.]

[Closing: Reiterate your enthusiasm for the company's mission or current technological trajectory. Express interest in a formal interview to discuss how your leadership can drive [Company Name]'s next phase of growth.]

Sincerely,

[Signature/Full Name]