

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State/Province]

[Date]

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

RE: [TARGET EXECUTIVE POSITION TITLE] - [REFERENCE NUMBER, IF APPLICABLE]

Dear [Hiring Manager Name or "Members of the Search Committee"],
[Opening Paragraph: State the position you are applying for. Briefly mention your recent transition from Founder/CEO of [Startup Name] and why you are now targeting an executive leadership role within a corporate environment like [Company Name].]

[The Entrepreneurial Exit: Explain the context of your departure (e.g., successful acquisition, planned succession, or market pivot). Emphasize that your decision to transition is a deliberate strategic move to apply your specialized expertise to a larger-scale platform.]

[Core Value Proposition: Translate founder skills into corporate executive competencies. Focus on P&L management, strategic scaling, cross-functional leadership, and stakeholder management. Mention a specific high-impact achievement from your tenure as founder that aligns with the company's current challenges.]

[Cultural & Operational Alignment: Explain why you are seeking a corporate structure. Highlight your desire to lead sophisticated teams and navigate complex organizational landscapes, moving from "building from zero" to "optimizing and scaling for excellence."]

[Closing: Reiterate your enthusiasm for [Company Name]'s mission. Express your desire to discuss how your unique blend of entrepreneurial agility and executive discipline can drive results for the organization.]

Sincerely,

[Your Signature]
[Your Printed Name]