

**[Your Full Name]**

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [Portfolio/Website URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

Regarding the **Chief of Staff** position at **[Company Name]**, I am writing to demonstrate how my background as a founder and operator of **[Name of Startup/Ventures]** aligns with your organization's current growth trajectory and operational needs. Having transitioned from the entrepreneurial world, I offer a unique "founder's mindset" tailored for a corporate executive environment-balancing high-level strategy with meticulous execution.

During my tenure as [Title/Founder] at [Previous Venture], I successfully navigated [mention a major milestone: e.g., scaling a team from X to Y, securing Series A/B funding, or a successful pivot/exit]. This experience instilled in me the ability to manage cross-functional priorities and act as a force multiplier for leadership. I am particularly adept at:

- **Strategic Operations:** Translating [CEO/Executive Name]'s vision into actionable roadmaps and measurable KPIs.
- **Crisis Management & Problem Solving:** Leveraging an entrepreneurial agility to resolve bottlenecks before they impact the bottom line.
- **Cross-Departmental Synergy:** Unifying Product, Sales, and Finance departments to ensure alignment with corporate objectives.

I am drawn to [Company Name] because of [mention a specific company achievement, culture element, or industry challenge]. After years of building from the ground up, I am eager to apply my proficiency in organizational design and resource optimization to support [Executive Title] in achieving [specific company goal].

I welcome the opportunity to discuss how my entrepreneurial grit and operational expertise can streamline your executive office and drive [Company Name]'s strategic initiatives forward. Thank you for your time and consideration.

Sincerely,

[Your Name]