

[Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name/Board of Directors Search Committee]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Chief Operating Officer position at [Company Name]. With over [Number] years of leadership experience within the biopharmaceutical sector, I have a proven track record of scaling clinical-stage organizations and optimizing complex global supply chains to bring life-saving therapies to market.

Throughout my career, I have specialized in bridging the gap between innovative R&D and commercial viability. At [Previous Company], I led [Specific Achievement, e.g., the transition from Phase II to commercial readiness or the restructuring of global manufacturing operations], which resulted in a [Percentage]% increase in operational efficiency. My expertise lies in navigating the rigorous regulatory landscapes of the FDA and EMA while maintaining the agility required in a high-growth biotech environment.

At [Company Name], I am particularly drawn to your work in [Specific Therapeutic Area or Technology]. I am confident that my background in [Specific Skill, e.g., GMP manufacturing, strategic alliance management, or capital allocation] aligns perfectly with your current mission to [Company Goal]. I am committed to fostering a culture of scientific excellence and operational discipline to drive long-term shareholder value and patient outcomes.

I look forward to the opportunity to discuss how my strategic operational leadership can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]