

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

[Date]

[Recipient Name]  
[Title, e.g., Chief Scientific Officer or CEO]  
[Company Name]  
[Company Address]

Dear [Recipient Name/Search Committee],

I am writing to express my formal interest in the Senior Vice President of Biologics position at [Company Name]. With over [Number] years of executive leadership within the biotechnology and pharmaceutical sectors, I have dedicated my career to advancing complex biologic portfolios from early-stage discovery through successful global commercialization.

Throughout my tenure at [Current/Previous Company], I spearheaded the development of [mention specific modalities, e.g., monoclonal antibodies, cell/gene therapies, or recombinant proteins]. My leadership resulted in [mention a high-level metric, such as a percentage increase in pipeline throughput, successful BLA/MAA filings, or a specific capital raise/M&A outcome]. I possess a deep understanding of the regulatory landscape and have a proven track record of building high-performing, cross-functional R&D and manufacturing organizations.

Your current focus on [mention a specific initiative or therapeutic area of the hiring company] aligns perfectly with my expertise in [specific technical area]. I am particularly drawn to [Company Name]'s reputation for [mention a specific company value or scientific achievement], and I am confident that my strategic vision and operational rigor can accelerate your mission to deliver life-changing therapies to patients.

I welcome the opportunity to discuss how my background in biologics strategy, CMC, and clinical development can contribute to the continued growth of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]