

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Re: [Job Title / Reference Number]

Dear [Hiring Manager Name],

[Introductory paragraph: State the specific executive position you are applying for. Briefly mention your years of experience in the insurance industry and your overarching value proposition regarding risk mitigation and strategic growth.]

[Second paragraph: Highlight your expertise in enterprise risk management (ERM), regulatory compliance (such as Solvency II or ORSA), and capital modeling. Discuss your experience leading cross-functional teams and advising the Board or C-suite on risk appetite and mitigation strategies.]

[Third paragraph: Provide specific metrics or achievements. Mention successful implementations of risk frameworks, reductions in loss ratios, or improvements in operational efficiency. Emphasize your ability to balance risk with commercial objectives in a volatile market.]

[Closing paragraph: Reiterate your interest in the firm and how your leadership style aligns with their corporate culture. State your availability for an interview to discuss how your background in risk management can protect and enhance their bottom line.]

Sincerely,

[Your Signature]

[Your Printed Name]