

[FULL NAME]

[PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE URL]
[CITY, STATE, ZIP CODE]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my strong interest in the [Target Position Name] role at [Company Name]. As a seasoned Operational Risk Management Executive with over [Number] years of experience in [Industry, e.g., Financial Services], I have a proven track record of architecting robust risk frameworks, ensuring regulatory compliance, and fostering a culture of risk awareness within global organizations.

In my most recent role as [Current/Previous Title] at [Company Name], I led the development of an integrated Enterprise Risk Management (ERM) system that reduced operational losses by [Percentage]% over [Timeframe]. My expertise lies in identifying emerging risks, conducting deep-dive root cause analyses, and implementing automated monitoring tools that align with [Specific Regulations, e.g., Basel III, SOX, or GDPR] requirements.

Key highlights of my executive leadership include:

- [Major Achievement 1: e.g., Directed a cross-functional team to mitigate cybersecurity and third-party vendor risks].
- [Major Achievement 2: e.g., Spearheaded a digital transformation project that streamlined reporting and increased transparency for the Board of Directors].
- [Major Achievement 3: e.g., Successfully navigated complex regulatory audits and maintained 100% compliance standing].

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Achievement]. I am confident that my strategic vision and technical proficiency in risk appetite setting and stress testing will contribute significantly to your firm's continued resilience and growth.

I would welcome the opportunity to discuss how my background in operational excellence and risk mitigation can support [Company Name]'s strategic objectives. Thank you for your time and consideration.

Sincerely,
[Full Name]