

[Your Full Name]

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

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the **[Job Title]** position at **[Company Name]**. With over [Number] years of experience in [Industry/Domain], I have a proven track record of [High-Level Achievement, e.g., scaling operations or increasing revenue] and am eager to apply my strategic leadership to your executive team.

Following a successful tenure at [Previous Company] as [Previous Executive Title], I intentionally stepped away from my professional duties to [Brief Reason: e.g., focus on a personal family commitment / pursue advanced executive education / manage a private philanthropic project]. During this period, I remained engaged with the industry by [Activity: e.g., consulting for startups / serving on a non-profit board / completing a certification]. This hiatus has provided me with a refreshed perspective and a heightened focus on [Specific Leadership Value, e.g., sustainable growth].

My core competencies align directly with **[Company Name]**'s current goals, specifically:

- **[Core Strength 1]:** [Briefly describe how this solves a company pain point].
- **[Core Strength 2]:** [Mention a specific past result that correlates to the new role].
- **[Core Strength 3]:** [Highlight a soft skill or cultural leadership trait].

I am now fully prepared to re-enter the corporate landscape and dedicate my full energy to driving **[Company Name]**'s success. I admire your organization's commitment to [Company Value/Mission] and am confident that my background in [Specialty] makes me an ideal fit for this role.

I look forward to the possibility of discussing how my leadership experience can contribute to your team's objectives during an interview.

Sincerely,

[Your Signature]

[Your Printed Name]