

[Full Name]

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

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

Re: [Target Executive Role Title]

[Introductory paragraph: State your enthusiasm for the role and your high-level value proposition. Briefly acknowledge your intentional career break as a period of strategic reflection or personal development before re-entering the executive arena.]

[The Bridge: Explain how your previous executive experience-specifically in [Previous Core Competency 1] and [Previous Core Competency 2]-aligns with the company's current goals. Mention any consulting, board work, or certifications completed during your hiatus to demonstrate professional currency.]

[Evidence of Impact: Highlight 2-3 bulleted achievements from your prior leadership roles:]

- [Key Achievement 1: Quantifiable metric or strategic outcome]
- [Key Achievement 2: Transformation or leadership initiative]
- [Key Achievement 3: Revenue growth or operational efficiency]

[The Relaunch Motivation: Detail why this specific organization is the right fit for your return. Express how your renewed perspective and seasoned leadership style will solve their current challenges.]

[Closing: Request an interview to discuss how your executive track record can drive [Company Name]'s objectives. Thank them for their time.]

Sincerely,

[Signature]

[Full Name]