

[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/Search Committee],

It is with great interest that I submit my application for the [Position Title] role at [Company Name]. With over [Number] years of experience in [Industry]-most recently serving as [Last Executive Title] at [Previous Company]-I have a proven track record of [Key Achievement 1] and [Key Achievement 2].

Following my tenure at [Previous Company], I chose to take a deliberate [Duration]-month planned hiatus to [Brief Reason: e.g., oversee a private family matter / pursue advanced executive certifications / manage a personal philanthropic project]. During this period, I have remained engaged with industry trends through [Activity] and have sharpened my focus on [Specific Skill or Strategic Area]. I am now fully prepared and energized to leverage my leadership experience to drive [Specific Goal] for [Company Name].

My expertise in [Core Competency 1] and [Core Competency 2] aligns directly with your current initiative to [Current Company Challenge or Expansion]. At [Previous Company], I successfully [Metric-driven Result], and I am eager to apply a similar strategic rigor to your executive team.

I look forward to the opportunity to discuss how my background and my renewed perspective can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Signature (if sending by mail)]

[Full Name]