

[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]**, as advertised on [Platform]. With over [Number] years of leadership experience in [Industry/Domain], I am confident that my strategic approach to [Core Skill 1] and [Core Skill 2] aligns perfectly with your current organizational goals.

Throughout my career, I have consistently delivered results, such as [High-Level Achievement]. While my recent professional timeline includes a planned sabbatical from [Start Date] to [End Date], I have utilized this period to [Briefly explain gap: e.g., pursue advanced certifications, consult on independent projects, or manage personal commitments]. This hiatus has provided me with a refreshed perspective and allowed me to sharpen my expertise in [Specific Skill or Technology], ensuring I am fully prepared to deliver immediate value to your leadership team.

Prior to this interval, I served as [Previous Title] at [Previous Company], where I led [Team Size/Project Scope] and successfully [Quantifiable Achievement]. My ability to navigate complex business challenges and drive operational excellence remains my core professional strength. I am now eager to leverage my extensive background to help **[Company Name]** achieve its upcoming objectives regarding [Specific Company Goal/Project].

I would welcome the opportunity to discuss how my senior-level experience and strategic vision can contribute to the continued success of your team. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]