

[Full Name]
[Street Address] | [City, State, Zip]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Aerospace Company Name]
[Company Address]

RE: [POSITION TITLE] - [JOB REQUISITION NUMBER]

Dear [Mr./Ms./Mx. Last Name],

[Opening paragraph: State interest in the Avionics Systems Executive role. Briefly mention total years of experience in aerospace engineering and leadership. Reference a specific major achievement or recent milestone of the target company.]

[Second paragraph: Highlight executive leadership in avionics lifecycle management. Detail experience with FAA/EASA certification processes (e.g., DO-178C, DO-254) and NextGen technologies. Mention specific platforms-Fixed Wing, Rotary, or UAV-where you have successfully led systems integration.]

[Third paragraph: Focus on business acumen. Discuss experience in P&L management, cross-functional team leadership, and strategic vendor partnerships. Quantify results, such as cost reductions in manufacturing or acceleration of Time-to-Market for new flight deck technologies.]

[Fourth paragraph: Align your vision with the company's mission. Briefly explain how your expertise in integrated modular avionics (IMA) or autonomous systems will drive their specific upcoming projects.]

I welcome the opportunity to discuss how my technical background and executive vision can contribute to the continued innovation at [Company Name]. Thank you for your time and consideration.

Sincerely,

[Full Name]