

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific executive position] at [Company's Name] as advertised on [where you found the job listing]. With [number] years of experience in [your industry/field], specializing in [specific skills or areas], I am excited about the opportunity to contribute to your esteemed organization.

In my most recent role at [Your Current/Most Recent Company], I successfully [specific achievement or responsibility that relates to the new position]. This experience has equipped me with the necessary skills and insights to effectively [related task or responsibility in the new role].

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values]. I believe that my background in [relevant experience or skill] aligns well with the goals of your team and can help [Company's Name] achieve [specific goal or objective].

I have attached my resume for your review and would be grateful for the opportunity to discuss how my experience and vision align with the needs of your organization. Thank you for considering my application. I look forward to the possibility of contributing to the continued success of [Company's Name].

Sincerely,
[Your Name]