

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Vice President position at [Company's Name] as advertised on [where you found the job listing]. With over [number] years of experience in [relevant field/industry], I have successfully led teams in achieving strategic goals and driving organizational growth.

In my previous role at [Previous Company Name], I [describe a relevant achievement or responsibility, using metrics to illustrate impact]. This experience honed my ability to [mention specific skills or knowledge relevant to the VP role], which I believe aligns perfectly with the vision and goals of [Company's Name].

I am particularly drawn to this opportunity at [Company's Name] due to [specific reason related to the company or its goals/values]. I am eager to leverage my expertise in [specific areas relevant to the role] to contribute to [Company's Name]'s success in [specific goals or projects mentioned in the job listing].

I would welcome the opportunity to further discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I am looking forward to the possibility of contributing to [Company's Name] as your next Vice President.

Warm regards,

[Your Name]