

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 [where you found the job posting]. With over [number] years of experience in [your industry/field] and a proven track record of [specific achievements or skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility], resulting in [quantifiable outcome]. This experience has equipped me with the skills needed to [specific skills relevant to the VP position]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its vision/projects], and I believe my background in [specific area] aligns well with your goals.

I thrive in fast-paced environments and excel at [key skills/competencies relevant to the role]. My leadership style fosters collaboration and encourages innovative thinking, qualities that I understand are valued at [Company's Name]. I am confident that my strategic vision and dedication to excellence would make me a valuable addition to your executive team.

I am eager to discuss how my background, skills, and enthusiasms align with the needs of [Company's Name]. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Warm regards,

[Your Name]