

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Recipient Name],

I am writing to express my interest in the Vice President position at [Company Name] as advertised [mention where you found the job listing]. With over [number] years of experience in [relevant industry/field] and a proven track record of [specific achievement or skill relevant to the position], I am enthusiastic about the opportunity to contribute to your team.

In my previous role as [Your Current/Most Recent Job Title] at [Your Current/Most Recent Company], I successfully [describe a relevant achievement, project, or responsibility]. This experience has equipped me with the skills necessary to lead teams effectively and drive [specific outcomes relevant to the new role].

I am particularly drawn to [Company Name] because of [mention something specific about the company or its values that resonates with you]. I believe my expertise in [mention relevant skill or experience] aligns well with your commitment to [company goal or value].

I would welcome the opportunity to further discuss how my background, skills, and enthusiasms can contribute to the continued growth and success of [Company Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]