

[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 Executive Vice President position at [Company's Name] as advertised [where you found the job posting]. With over [number] years of progressive experience in [industry/field] and a proven track record of [specific achievements or skills], I am excited about the opportunity to contribute to your company's success.

In my previous role as [Your Current/Most Recent Job Title] at [Your Current/Most Recent Company], I successfully [briefly describe a key achievement or responsibility that relates to the EVP position]. My experience managing [specific teams, projects, or budgets] has equipped me with the skills to [mention relevant skills or responsibilities that align with the EVP role].

What excites me most about [Company's Name] is [mention something specific about the company or its goals that resonates with you]. I am particularly impressed by [specific project, initiative, or value of the company], and I see a great alignment with my passion for [specific area related to the job].

I am eager to bring my expertise in [mention relevant skills such as strategic planning, leadership, etc.] to [Company's Name] and collaborate with your talented team to drive [mention aim or goal related to the company's objectives].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and vision align with [Company's Name]'s future.

Sincerely,
[Your Name]