

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

Dear [Hiring Manager's Name],

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

At [Your Previous Company Name], I [describe a relevant accomplishment, project, or responsibility that aligns with the job]. This experience honed my abilities in [mention key skills or areas of expertise], and I am eager to bring these skills to [Company Name].

I am particularly drawn to this role at [Company Name] because [reason specific to the company or its goals]. I believe that my vision for [mention how your vision aligns with the company's direction or values] can help drive [Company Name] toward continued success and innovation. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]