

Letter of Interest

[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 executive leadership position at [Company Name], as advertised on [where you found the job listing]. With over [X years] of experience in [your industry/field], and a proven track record in [specific accomplishments or responsibilities], I am excited about the opportunity to contribute to your organization.

Throughout my career, I have demonstrated [mention key skills or experiences relevant to the position]. I am particularly drawn to [Company Name] because of [specific reason related to the company or its mission]. I believe my background in [specific skills or experiences] aligns well with your company's goals and objectives.

I am eager to bring my expertise in [specific area] to the executive team and work collaboratively to drive [specific goals or initiatives relevant to the role]. I look forward to the possibility of discussing how my leadership experience and vision can support [Company Name] in achieving its strategic objectives.

Thank you for considering my application. I hope to discuss my candidacy further in an interview at your convenience. Please feel free to contact me at [your phone number] or [your email].

Sincerely,

[Your Name]