

Job Application for Executive Position

Your Name
Your Address
City, State, Zip Code
Your Email
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 [specific position] at [Company Name], as advertised on [where you found the job listing]. With over [number] years of experience in leadership roles within [industry/field], I am excited about the opportunity to bring my expertise in [specific skills or areas of expertise] to your esteemed organization.

In my previous role as [Your Last Job Title] at [Your Last Company Name], I successfully [mention a key achievement or responsibility that relates to the new position]. This experience has honed my skills in [list relevant skills], further preparing me for a role at the executive level.

I am particularly drawn to [Company Name] because [mention something specific about the company or its values that resonates with you]. I admire your commitment to [specific value, mission, or project], and I am eager to contribute to [how you see yourself contributing].

Thank you for considering my application. I am looking forward to the possibility of discussing my application further and how I can contribute to the continued success of [Company Name]. Please find my resume attached for your review.

Sincerely,
Your Name