

# Executive Media Portfolio Outline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Executive Media Portfolio Consultation

## 1. Introduction

Brief overview of the purpose of the portfolio and its significance.

## 2. Professional Background

Summary of executive experience, including key roles and industries.

## 3. Media Presence

Overview of media appearances, interviews, and articles featuring the executive.

## 4. Key Achievements

Highlight major accomplishments and contributions in past roles.

## 5. Vision and Values

Description of personal and professional values that guide decision-making.

## 6. Future Goals

Outline of short-term and long-term objectives for media presence.

## 7. Conclusion

Invitation for feedback and proposed next steps for consultation.

Thank you for considering this proposal. I look forward to discussing it further.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]