Dear Mr. XXXX:

With the enclosed resume, I would like to express my sincere interest in joining your company as your next CEO. As a highly driven and successful chief executive with 25+ years of experience driving successful business operations and enhancing corporate productivity, I possess a wide range of knowledge and experience that will allow me to contribute toward the success of your company.

My expertise lies in driving business development efforts, profit and loss oversight, and staff development and leadership to expand shareholder value and achieve organizational goals. Through my experience, I have become adept in overseeing a wide variety of operational and fiscal responsibilities to ensure optimal business performance and realize substantial revenue enhancements. My additional success in managing and mentoring teams positions me to make a significant contribution to your organization.

The following achievements demonstrate my qualification for this position:

* Directing business operations, P&L administration, and industry-leading customer service efforts in top executive-level roles with companies including Crater Financial Services, Moondock Production, and HighLive Media.
* Conceptualizing strategic initiatives to propel the achievement of corporate goals, streamline operations, and maximize staff performance; directing human resources, performance management, multimillion-dollar budget administration, and staff mentoring and leadership.
* Realizing consistent improvements in organizational profitability, efficiency, and performance through effective problem solving, organization, and interpersonal abilities.
* Earning formal commendation and awards throughout career from corporate management as well as colleagues for outstanding management style, cross-industry expertise, and commitment to unparalleled customer service.

My proven dedication to overseeing all aspects of corporate operational, financial, and staff direction—along with my acute ability to realize consistent improvements in productivity, efficiency, and performance through effective negotiation, organization, and interpersonal abilities—will contribute immensely to the success of Jaybase Technologies. Thank you for your consideration; I look forward to speaking with you soon.

Sincerely,