Dear Ms. XXX,

For over two decades, I have positioned organizations to support significant growth and turned around struggling divisions to regain industry respect. I have formulated new concepts to strengthen core services to clients, led new foundation initiatives, and boosted and maintained staff morale despite times of uncertainty and change.

In less than two years in my previous position, I transformed a failing business unit into a responsive, indispensable operation that produced substantial gains in productivity and growth. A broad knowledge base across diverse sectors positions me well for aligning with your leadership team.

Experienced with all the staff, procedural, and economic issues inherent in business environments, I believe I can contribute experiences unique to the role of chief executive officer. Having worked closely with senior executives in major industries, I understand how to position the organization for genuine growth. I see notable opportunities to align myself with EML Industries and achieve measurable and mutually beneficial success.

The time is ideal for a new challenge, and I am ready to take my expertise and talent to a new level. Attached is my resume for your review, and I can be contacted at the numbers provided. Thank you for your time and consideration, and I look forward to speaking with you soon.

sincerely,