Dear Mr XXXX,

My greatest strengths appear to precisely match your requirements.

I am enquiring about, and would like to apply for your CEO position which was advertised on the Dayjob.com website today. Based on my five years as a CEO at ..................., I believe that I have accumulated the skills and experience you are seeking. Not only do I appear to meet your exact needs, but the position is also one which I have always sought and firmly believe that I will thrive in.

I have a long and consistent track record of leading very efficient departments, increasing market share and profitability, reducing costs and enhancing business operations. My keen business acumen, commercial abilities and proven decision making skills will allow me to make an immediate impact on your bottom line.

I am a target driven professional who is on a single-minded mission to increase your company’s profitability and productivity. As a logical thinker I can successfully create Business Plans, develop policies, manage finances, analyse market trends, negotiate terms and close deals. Possessing substantial and successful experience of various sectors, I am confident enough to work within any changing environment where all answers may not be known up front.

During a long and successful career I have achieved many of the goals that I have set myself, and am now determined to become a key component in your company’s continued expansion. It would be an honour to me if you reviewed my attached resume and invited me to an interview.  
  
Thank you for taking the time to consider my application.    
  
Yours sincerely,