Dear Ms. XXX,

It was with interest that I read the posting on your web site for the position as CTO. I respectfully request you accept my candidacy, and have enclosed my curriculum vitae for your perusal. I am confident you’ll agree that I have the necessary qualifications to execute the tasks associated with the job, and to have a positive impact on your firm.

An electrical engineer by training, I completed my Bachelor of Engineering degree in 2005. I then went on to work at the Covanta Energy power plant, where I worked my way up to the role of supervisor in power engineering. A few years ago, I began taking courses part-time, in order to complete my Master of Business Administration degree. I will graduate the program in just a little more than six months.

My present posting is in the research and development department of a hydroelectric company serving 250,000 customers. I have held this position for the past eight years. My research background and supervisory experience will serve your company well as I take on the role of Chief Technical Officer.

I have a strong interest in changing technologies, and I will strive to put your company in the forefront of the technology community where it will benefit from the attention it deserves. I have the training to be able to handle both the technical and the business side of a given issue. Further, I am a leader who will build a solid team dedicated to the development and implementation of new technologies.

I would very much like to discuss my application in greater depth. Please call me at (123)-499-4792 to arrange an appointment.

Respectfully,