
Executive Cover Letter Format

Subject: Application for Senior Vice President Position

Dear [Hiring Manager's Name],

I am excited to submit my application for the Senior Vice President position at [Company Name]. I bring a wealth of experience in strategic planning, financial management, and team leadership that I believe will be valuable in driving the growth of [Company Name].

During my tenure as Vice President of Finance at [Previous Company Name], I implemented a new financial planning strategy that led to a 25% increase in annual profits. In addition, I managed a cross-functional team of 50+ employees, fostering a collaborative work environment that improved productivity by 20%.

Your company's reputation for [mentioning a positive aspect about the company] is well known, and I am confident that my skills and experiences align well with the values and vision of [Company Name]. I am excited about the opportunity to bring my unique blend of skills and experience to your team.

I look forward to discussing my application in more detail.

Best Regards,

[Your Name]

[Your Contact Information]