
Executive Cover Letter

Subject: Application for the position of Chief Operations Officer

Dear [Hiring Manager's Name],

I am writing to express my keen interest in the Chief Operations Officer position at [Company Name]. As an executive with over 15 years of professional experience in the technology industry, I have gained expertise in strategic planning, operations management, and employee development.

At my previous position as Vice President of Operations at [Previous Company], I spearheaded the development of a new operational strategy that resulted in a 30% increase in efficiency and a 20% reduction in operating costs. This, coupled with my proven track record of building and leading effective teams, makes me confident in my ability to drive similar results at [Company Name].

I am particularly drawn to [Company Name] due to your innovative approach to [mention a positive aspect about the company]. I am confident that my strategic thinking and passion for technology will be a perfect match for your team.

I look forward to the possibility of discussing how I can contribute to your team's success.

Sincerely,

[Your Name]

[Your Contact Information]