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# CEO COVER LETTER

✉ your.name@gmail.com    ☎ (XXX) XXX-XXXX    📍 142 Your Address Blvd, City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]  
[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

With years of success in the industry, I am ready to join Capital Industries as your next CEO. I have a track record of identifying growth opportunities in the cloud computing industry over the past 20 years. I am seeking to leverage my exceptional company management, capital fundraising, and software application engineering abilities in a new challenge. I work well with established teams to spearhead new markets.

As Chairman and CEO of Century Industries, I am responsible for providing the visionary leadership for a \$10.5 million technology company offering a cloud-based Platform as a Service (PaaS) for the natural gas industry in the Midwest. My hands-on ability to work with clients in the field resulted in numerous successful partnerships.

Please review a list of my career highlights:

- Implemented high quality product development with designated sales pipelines
- Advised on balancing short-term and long-term holding strategies to maximize foothold in dynamic technology market
- Oversaw the development of a new line of higher-quality services by hiring a team of technologists
- Expanded market share from 30 percent to 45 percent in two years, and increased profit margins by over 40% during that same time

I researched the background of Capital Industries after our initial discussions about the role. With a new market strategy, your engineers and sales teams will be a great foundation to begin creating new products. I am ready to lead Capital Industries to new heights of success.

I look forward to scheduling an interview at your earliest convenience. Please call (xxx) xxx-xxxx or email me at yourname@gmail.com. Thank you for your consideration.

Sincerely,

[Your Name]





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