**SAMPLE LETTER**

First Name

Lahore, PB XXXXX | example@email.com

Recipient Name  
Company Name  
City, State/Province Zip  
Phone  
Email

RE: Director [Ref.#], [Date]

Dear [First Name] [Last Name]

I am a motivated professional with communication proficiency and extensive Director experience. Recently, I learned of [Target Company]'s opening for the Director role and I was compelled to contact you with my interest. I believe that my professional background and industrialist drive make me an ideal candidate for this opportunity.

As a person who thrives in high-pressure and fast-paced situations, I strive for positive results through the application of my abilities in financial analysis and business planning. Additionally, I possess expertise in operations management and an aptitude for optimizing performance and motivating colleagues. In any position, I am able to visualize success and identify innovative and effective strategies for achieving it.

I have artfully balanced workplace objectives and productive relationships, inspiring strategies and insightful suggestions to achieve a competitive business edge. My decision-making and leadership strengths have enabled my professional growth.

Due to the ongoing pandemic, my current place of work has furloughed all employees until further notice. As I currently do not have a timeline for returning to work, I’m searching for a new role. As a hardworking Director with a strong record of dedicated service, I know I can be a valuable addition to your team at [Target Company].

I have enclosed my resume for your review. I will try and contact you within the week to discuss the next steps in your hiring process. I appreciate your time and consideration of my candidacy to become your new Director.

Sincerely,

[Your Name]

Signature