**DIRECTOR COVER LETTER**

FIRST NAME

example@email.com

Date

Recipient First Name Last 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 can 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 am 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].

Sincerely,

Name Here