

Date

Mr. Chris Craig
President
ABC Corporation
123 Main Street
Philadelphia, PA xxxxx

Dear Mr. Craig:

I learned of you and your recruiting agency through Mark Jones with xxxxxxx. Mark is a former colleague and recommended you as a recruiter whose professionalism and results he respects. I will be relocating to the Boston area in xxxx and am exploring the market for challenging opportunities with emerging biotech/biopharma companies in the Boston-Providence corridor.

As I transition to the east coast, I believe that my planning and finance expertise in the biotechnology field will be valued and sought after in an area burgeoning with bio start-ups. More specifically, my background includes:

- + Being a results-oriented CFO in both start-ups and market-leading corporations with \$xxx annual revenue
- + Offering a combination of research and business expertise
- + Obtaining second-phase funding for new product development and market introduction

My success in this field is evident in the attached résumé. I seek your expertise and corporate contacts to direct my talents wisely as I make this career transition over the next several months. I plan to follow-up via telephone at the end of the week. If you prefer, please feel free to call me at xxx-xxx-xxxx.

Sincerely,

Name

Bio CFO Applicant

E-mail

Phone

Attachment

