**Sample Cover Letter 1**

122 The Rise,   
Sandyford,   
Dublin 18

Chair   
ABC Ltd   
Acorn House,  
Leeson Street,   
Dublin 2

1st May 20XX

Dear John,

**Ref: Non-Executive Director of ABC Ltd.**

I am writing in application for the non-executive director position at ABC Ltd. As a seasoned executive, non-executive director, and entrepreneur, I am drawn to ABC Ltd.'s significant international consumer impact. My experience in digital, financial, and change management aligns well with your transformation and digitalisation goals.

I have built the range of experience, knowledge and behaviours you are seeking through a career which, at an early stage, involved a key role in a start-up business in the health services sector. This company was successfully sold to a major industry player, and I joined their business and broadened my international experience, along with my digital transformation and risk management expertise. In the second half of my executive career, I moved into multinational organisations across US and Ireland in senior operational management roles. My key strengths, as they relate to your requirements, are outlined below:

**Finance**I have managed an international services P&L of US$100m and I have sat on the finance / audit committees of all the boards I have served on.

**Governance, strategy, influence and behaviours**I am a Chartered Director and have sat on boards as a non-executive director since 2012, contributing to developing and steering strategy across both private and public organisations. I chair the audit committee on the board of DEF plc and as a trained coach I am effective in the role of “critical friend” to the CEO as a non-executive director.

**Change management**

Organisational change was a constant in my executive career in Healthcare United and I led the restructuring of the operation from loss making to strong profitability including the establishment of an Eastern European division and the creation of 800 new roles. As non-executive director on the board of DEF plc I oversee the change management required to deliver on our 2030 strategic plan.

**Digital**I spent the first 25 years of my career in the technology industry and would bring deep technology expertise to the board of ABC Ltd. I lead on cyber security and business continuity planning on the board of DEF plc and oversaw the digital transformation of Healthcare United resulting in 40% of revenues from digital solutions and customer satisfaction increasing 3x.

Having completed my term as a non-executive director at Children's Inc. in September 2023, I am seeking a new board position in the private sector. I aim to contribute to business growth internationally and drive digital transformation. Given ABC Ltd's significant consumer impact and inclusive culture, I would be delighted to join its board. I bring independent judgment, a diverse skillset, and the highest standards of integrity and probity.

I look forward to hearing from you and can be contacted at joan@joanjones.com or on 087 2222222.

Yours sincerely,   
Joan Jones

**Sample Cover Email Template**

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