

[Your Full Name]
[Your Professional Title]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

RE: [Job Title] Role - Referral from [Referrer's Name]

Dear [Recipient Name],

I am writing to formally express my interest in the [Job Title] position at [Company Name], as recommended to me by [Referrer's Name], [Referrer's Title/Relationship]. Having followed [Company Name]'s recent initiatives in [specific industry area], I am eager to bring my executive HR leadership experience to your team.

Throughout my career, I have specialized in aligning human capital strategy with overarching business objectives. At [Current/Previous Company], I led [specific high-level achievement, e.g., a global digital transformation or organizational restructuring] that resulted in [quantifiable metric, e.g., a 20% increase in retention or \$1M cost savings]. My approach centers on fostering a culture of high performance while ensuring operational excellence across talent acquisition, total rewards, and employee relations.

[Referrer's Name] suggested that my background in [specific skill, e.g., scaling mid-sized tech firms or M&A integration] would be particularly relevant to [Company Name]'s current goal of [mention a specific company goal or challenge]. I am confident that my strategic vision and hands-on leadership style would be an asset to your executive suite.

I have attached my resume for your review and would welcome the opportunity to discuss how my HR expertise can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Best regards,

[Your Signature]
[Your Printed Name]