

[Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]
[City, State, Zip Code]
[Date]

[Hiring Manager Name/Search Committee Chair]
[Title]
[Organization Name]
[Organization Address]

RE: Chief Human Resources Officer - Employee Experience Strategy

Dear [Hiring Manager Name/Search Committee],

[Introduction: State your interest in the CHRO position and briefly summarize your executive HR background. Mention your specific focus on aligning human capital strategy with organizational culture and business outcomes.]

Strategic Vision & Employee Lifecycle

[Detail your approach to the end-to-end employee journey. Explain how you have previously redesigned talent acquisition, onboarding, and retention frameworks to enhance the employer value proposition (EVP).]

Culture & Engagement Transformation

[Describe a specific instance where you led a cultural shift or improved engagement scores. Highlight your use of people analytics and feedback loops to drive data-informed HR decisions.]

Executive Leadership & Performance

[Outline your experience as a strategic partner to the CEO and Board. Mention your work in leadership development, succession planning, and creating inclusive, high-performance environments.]

[Closing: Reiterate your enthusiasm for the organization's mission and your readiness to discuss how your strategy can impact their growth. Request an interview.]

Sincerely,

[Your Signature]
[Your Printed Name]