

# [Your Full Name]

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

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[Date]

[Hiring Manager Name]  
[Title, e.g., Chief Executive Officer or Board Chair]  
[Company Name]  
[Company Address]

**RE: [Job Title / Position Reference Number]**

Dear [Recipient Name/Title],

[Introductory paragraph: State your interest in the Executive CHRO position and provide a high-level summary of your years of experience in human capital leadership and your alignment with the organization's mission.]

[Body Paragraph 1: Strategic Leadership. Detail your experience in organizational design, culture transformation, and aligning HR strategy with overarching business objectives at the enterprise level.]

[Body Paragraph 2: Operational Excellence. Highlight specific achievements in talent acquisition, total rewards, DE&I initiatives, succession planning, or labor relations. Quantify results where possible.]

[Body Paragraph 3: Change Management. Describe your approach to leading through mergers, acquisitions, or significant organizational shifts, emphasizing your role as a trusted advisor to the C-suite and Board.]

[Closing: Reiterate your unique value proposition and express your desire for an interview to discuss how your leadership can drive the company's human capital ROI.]

Sincerely,

**[Your Full Name]**