

[FULL NAME]

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

Re: Global Human Resources Director Application

[Introduction: State your years of experience in international HR leadership, your current or most recent high-level role, and your enthusiasm for joining [Company Name] specifically regarding their global footprint and organizational culture.]

[Strategic Alignment: Describe your expertise in aligning global HR strategies with overarching business objectives. Mention experience managing multi-national teams, navigating diverse labor laws, and implementing unified corporate cultures across different continents.]

[Key Achievements: Use bullet points for impact.]

- [Global Initiative: e.g., Led the integration of HR systems across 20+ countries, resulting in 15% operational efficiency.]
- [Talent Management: e.g., Developed a global leadership pipeline that reduced executive turnover by 25%.]
- [Change Management: e.g., Orchestrated a large-scale organizational restructuring affecting 5,000+ employees globally.]

[Operational Excellence: Detail your proficiency in global payroll, compliance, DEI (Diversity, Equity, and Inclusion) initiatives, and digital HR transformation/HCM implementations.]

[Closing: Summarize how your global perspective and leadership style will drive growth at [Company Name]. Express interest in a formal interview to discuss your strategic vision for their human capital.]

Sincerely,

[Signature/Name]