

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

[Date]

[Hiring Manager Name/Search Committee Chair]  
[Title, e.g., CEO or Board Member]  
[Company Name]  
[Company Address]

Re: Chief Human Resources Officer Application

Dear [Name/Search Committee],

[Introductory paragraph: State your interest in the CHRO position at [Company Name]. Mention your total years of HR leadership experience and your specific background in the manufacturing or industrial sector.]

[Strategic Alignment: Discuss your experience aligning human capital strategy with operational excellence. Reference expertise in scaling workforces, managing labor relations/unions, or overseeing HR transitions during mergers and acquisitions within a global supply chain context.]

[Operational Impact: Detail specific achievements in optimizing organizational design, implementing Lean HR processes, or reducing turnover across multi-site manufacturing facilities. Highlight your ability to manage both corporate strategy and "shop floor" culture.]

[Technology and Safety: Briefly mention your role in digital transformation (HRIS/ERP) and your collaboration with EHS departments to foster a culture of safety and compliance.]

[Closing: Reiterate your enthusiasm for the company's mission. Express a desire to discuss how your leadership can drive talent retention and organizational resilience.]

Sincerely,

[Your Signature]  
[Your Printed Name]  
Enclosure: Resume