

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name/Search Committee Chair]
[Title, e.g., City Manager / Board President]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]

RE: CHIEF HUMAN RESOURCES OFFICER APPLICATION - [JOB REFERENCE ID]

Dear [Mr./Ms./Mx.] [Last Name],

I am writing to express my formal interest in the Chief Human Resources Officer position at [Organization Name]. With [Number] years of executive leadership in public sector human resources and a proven track record of aligning human capital strategy with civic mission, I am confident in my ability to drive organizational excellence and workforce transformation for your agency.

In my most recent role as [Current/Previous Title] for [Previous Agency], I managed a workforce of [Number] employees and an HR budget of \$[Amount]. My key accomplishments include:

- [Strategic Initiative: e.g., Developing a multi-year Diversity, Equity, and Inclusion (DEI) roadmap that increased workforce representation by X%].
- [Operational Efficiency: e.g., Modernizing legacy HRIS systems to reduce administrative overhead and improve data-driven decision making].
- [Labor Relations: e.g., Leading successful collective bargaining negotiations with [Number] unions, ensuring fiscal responsibility and labor harmony].
- [Talent Management: e.g., Implementing a comprehensive succession planning program to mitigate retirement risks in mission-critical roles].

The unique challenges facing [Organization Name], specifically [mention a specific challenge like budget constraints, talent retention, or regulatory changes], require a CHRO who balances compliance with innovation. My experience navigating [State/Federal] civil service laws and my commitment to transparency and public accountability ensure that I can serve as a trusted advisor to your executive leadership team.

I welcome the opportunity to discuss how my vision for modernizing public sector HR can support [Organization Name]'s strategic goals. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]