

[Your Name]

[City, State, Zip] | [Phone Number] | [Email Address]
[LinkedIn Profile URL] | [Portfolio/Website URL]

[Date]

[Hiring Manager Name]
[Title: e.g., Chief Executive Officer]
[Company Name]
[Company Address]

RE: Chief People Officer Application - [Company Name]

Dear [Name of Hiring Manager/CEO],

[Opening Paragraph: State your interest in the CPO role. Briefly mention your years of executive leadership experience and how your human capital philosophy aligns with the specific mission of *[Company Name]*.]

[Strategic Vision Paragraph: Describe your approach to organizational design and cultural transformation. Mention how you leverage data-driven insights to align HR initiatives with overarching business objectives and long-term scaling strategies.]

[Achievement Highlights:

- **Talent Strategy:** [Describe a specific instance of optimizing talent acquisition or retention in a high-growth environment].
- **Culture & Engagement:** [Describe your experience leading DEI initiatives or driving employee engagement during organizational shifts].
- **Operational Excellence:** [Mention experience with HR technology stacks, total rewards restructuring, or compliance at scale].

]

[The "Why Us" Paragraph: Explain why you are uniquely qualified to lead *[Company Name]*'s workforce through its next phase-whether that is an IPO, global expansion, or a pivot in corporate strategy.]

[Closing: Thank them for their time. Express enthusiasm for discussing how your leadership can foster a high-performance culture that drives sustainable bottom-line growth.]

Sincerely,

[Your Name]