

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

[Hiring Manager Name] or [CEO Name]  
[Startup Name]  
[Company Address]

Dear [Recipient Name],

As a strategic People leader with a track record of scaling high-growth technology organizations, I am writing to express my interest in the Chief People Officer position at [Startup Name]. Having followed [Startup Name]'s recent [Funding Round/Product Launch/Market Expansion], I am impressed by your commitment to [Company Mission/Value] and am eager to help build the world-class organizational infrastructure required for your next phase of growth.

In my previous role as [Title] at [Previous Company], I led the People function through a period of rapid expansion, growing the headcount from [Number] to [Number] in [Timeframe]. My approach centers on aligning human capital strategy with core business objectives, specifically focusing on building high-performance cultures, implementing scalable talent acquisition frameworks, and designing equitable total rewards programs. I understand the unique pressures of the [Industry/Sector] landscape and the necessity of maintaining cultural integrity during hyper-growth.

At [Startup Name], I am particularly excited about the opportunity to:

- [Key Objective 1: e.g., Formalize the employer brand to attract top-tier engineering talent.]
- [Key Objective 2: e.g., Develop a robust leadership development pipeline for first-time managers.]
- [Key Objective 3: e.g., Operationalize data-driven DE&I initiatives that reflect your global user base.]

I thrive in the ambiguity of early-to-mid-stage startups and possess the hands-on agility to move between high-level board strategy and everyday cultural touchpoints. I am confident that my experience in [Specific Skill: e.g., International Expansion/M&A/IPO Readiness] will be a significant asset to your executive team.

I look forward to the possibility of discussing how my background in building resilient, inclusive, and high-output organizations can support [Startup Name]'s ambitious goals.

Sincerely,

[Your Name]