**John Doe**

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**Senior Diversity Executive**

April 18, 2022

Ms. Joan Smith

President

Worldwide Executive Organization, Inc.

40 W. Jackson Place

Indianapolis, IN 46225

Dear Ms. Smith:

For more than 20 years, I have specialized in strategy, diversity, inclusion and so much more across a variety of industries (real estate, health care, technology and manufacturing). My extensive HR experience and hands-on leadership make me the perfect candidate for your Chief Diversity Officer opening.

My achievements include:

* Reducing the recruiting budget and lowering sourcing delays through overhauling policies.
* Introducing LinkedIn as a key tool for executive search capabilities.
* Developing an HR manual and employee handbook several times from scratch.
* Establishing strategic direction and long-term organizational approaches for diversity and inclusion.
* Improving retention of diverse talent and achieving significant gains in recruitment.

As a highly accomplished diversity professional, I combine process innovation, technology, continuous improvement and effective leadership to ensure my company is utilizing best practices at the global level. I hold a master’s degree in Human Resource Management and I’m an active member of the Society for Human Resource Management.

I welcome the opportunity for a personal interview and will follow up next week to schedule a time that is convenient. Thank you for your time and consideration.

Sincerely,

John Doe

Enclosure