[Mention date]

To,

[Mention name of Hiring Manager]

[Mention name of the corporation]

[Mention address of the corporation]

Dear [Mr. / Mrs. / Ms] [Manager's name]

This letter is being written by me to apply for the designation of a chief talent officer at [mention the name of the organization or corporation]. I saw the ad published by the organization on the career page and am immediately applying since I don't want to miss this golden opportunity of working for such a reputable organization. My knowledge and academic certificates, combined with my talent, make me the best candidate for this position, I believe.

I wish to mention that I am a hardworking, focused, and responsible person working to the best of my capabilities always. About academics, I am a district topper with [mention the percentage], receiving a [mention the name of the degree] from [mention the name of the institution], the most heard of in the city. Ever since the beginning, it has been my dearest wish to work in the field of talent acquisition.

Presently I am working at [mention the name of the organization] as a talent manager. My [mention the no. of years] of experience have made me learn quite a lot, changing me into a different person too.

I have even received accolades and certificates for the job done. I currently search for talent, sign them up and negotiate deals efficiently. I also demonstrate an entrepreneurial mindset to the clients and handle media exposure. I often advise on career and contracts as required.

I am sure that I will do great as a chief talent officer since I have the strong willpower to learn quickly and manage all the duties of one with true sincerity. I like to keep myself updated and have thorough knowledge on the subject as much as possible so that it becomes easier to adjust later.

With extreme happiness, I am further adding here about my skills which include exceptional knowledge of hiring strategies, HR best practices, and excellent leadership skills.

I have applied here for this role as I believe this job offer will give a new direction to my career by giving me plenty of opportunities to rise high in my professional career, and in turn, I will ensure to contribute fairly to the organization always.

Sincerely,

[Mention your name]

[Mention your address]

[Mention your contact address]