

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Hiring Manager Name] or [Search Committee]
[Organization Name]
[Organization Address]

RE: Letter of Intent for Chief Diversity Officer Position

Dear [Recipient Name],

I am writing to formally express my enthusiastic interest in the Chief Diversity Officer position at [Organization Name], as advertised in [Source of Advertisement]. With my extensive background in strategic leadership, organizational development, and the advancement of diversity, equity, and inclusion (DEI) initiatives, I am confident in my ability to drive meaningful change within your organization.

Throughout my career, I have successfully designed and implemented comprehensive DEI frameworks that align with overarching business objectives. My experience includes developing equitable recruitment practices, fostering inclusive workplace cultures, and utilizing data-driven insights to measure the impact of diversity programming. I am particularly drawn to [Organization Name] because of your commitment to [mention a specific company value or recent initiative].

In the role of Chief Diversity Officer, I am prepared to:

- Develop and execute a long-term DEI roadmap that enhances organizational performance.
- Advise executive leadership on emerging trends and best practices in equity and social impact.
- Collaborate with cross-functional teams to ensure inclusive practices are embedded in all business operations.
- Serve as a primary advocate and spokesperson for the organization's commitment to a diverse workforce.

I am eager to bring my passion for equity and my proven track record of executive leadership to [Organization Name]. I look forward to the possibility of discussing how my vision and experience can support your mission. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]