

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. As a bilingual Human Resources Executive with [Number] years of experience managing cross-border operations between [Country A] and [Country B], I specialize in aligning international talent strategies with local compliance requirements.

Throughout my career, I have successfully bridged cultural and operational gaps to drive organizational efficiency. My core competencies include:

- **Cross-Border Compliance:** Navigating complex labor laws and tax regulations across multiple jurisdictions.
- **Bilingual Leadership:** Fluent in English and [Language], enabling seamless communication with diverse global teams.
- **Change Management:** Leading organizational restructuring and cultural integration during international mergers and acquisitions.
- **Talent Acquisition:** Scaling high-performing teams in emerging markets while maintaining global brand consistency.

In my previous role at [Previous Company], I implemented a unified HRIS system across [Number] countries, resulting in a [Percentage]% reduction in administrative costs and improved data accuracy for global reporting.

I am eager to bring my expertise in international workforce management to [Company Name] to help support your global expansion goals. I have attached my resume for your review and look forward to the opportunity to discuss how my background aligns with your vision.

Thank you for your time and consideration.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your LinkedIn Profile]