

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip]

Dear [Recipient Name],

I am writing to express my interest in the HR Consultant position at [Company Name] as advertised [where you found the job listing]. With over [X years] of experience in human resources management and a proven track record of driving organizational success, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility related to the job]. My expertise in [specific HR function or skill] has allowed me to [describe how you have positively impacted past employers]. I am particularly drawn to this position at [Company Name] because [specific reason related to the company's values, mission, or initiatives].

Throughout my career, I have developed strong skills in [list relevant skills or tools related to HR], allowing me to effectively support both management and employees. My approach involves [describe your consulting style or methodology], which has proven effective in [specific outcomes, such as reducing turnover, improving employee satisfaction, etc.].

I am impressed by [something specific about the company or its culture], and I believe that my background in [specific HR-related knowledge] aligns well with the needs of your team. I am eager to bring my passion for fostering positive workplace environments and my strategic insight to [Company Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and vision can contribute to the continued success of [Company Name]. I am available for an interview at your convenience and can be reached at [phone number] or [email address].

Warm regards,

[Your Name]