

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

Dear [Recipient Name],

I am writing to express my interest in the HR position at [Company Name] as advertised on [where you found the job posting]. With [number] years of experience in human resources and a strong background in [specific skills or experiences relevant to the job], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [describe a relevant achievement or responsibility], demonstrating my ability to [related skill or quality]. I am particularly drawn to this opportunity at [Company Name] because of [reason related to the company's values, mission, or projects].

I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]