

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

[Date]  
[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Human Resources position recently advertised on [where you found the job listing]. With [number] years of experience in HR and a passion for fostering positive workplace environments, I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Previous Company Name], I successfully [specific accomplishment or responsibility], which resulted in [quantifiable outcome or improvement]. My background in [specific skills or areas of expertise] has equipped me with the knowledge and skills necessary to address the complex challenges faced in HR.

I am particularly drawn to this opportunity at [Company's Name] because [specific reason connected to the company or its values]. I admire [something notable about the company], and I am eager to bring my [specific skills] to your organization.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the continued success of your HR team. Please find my resume attached for your review.

Sincerely,  
[Your Name]