

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [HR Position Title] at [Company's Name] as advertised [where you found the job listing]. With a strong background in human resources, I am confident in my ability to contribute effectively to your team and support the organization's goals. In my previous role at [Your Previous Company], I successfully [describe relevant experience or achievement], which resulted in [quantifiable outcome]. My skills in [specific HR expertise, e.g., recruitment, employee relations, performance management] align well with the requirements of this position.

I am particularly drawn to this role at [Company's Name] because [specific reason related to the company or the role]. I admire [mention any notable aspect of the company], and I am eager to bring my experience in [specific skill or expertise] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of [Company's Name]. I am available at your earliest convenience for an interview.

Sincerely,  
[Your Name]