

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Human Resources [Job Title] position listed on [Where You Found the Job Posting] at [Company's Name]. With a background in human resources and a passion for fostering a positive workplace culture, I believe I am well-suited for this role. In my previous position at [Your Previous Company Name], I successfully [mention relevant experience/achievement]. This experience honed my skills in [specific HR skills or tools], which I believe will be valuable in the [Job Title] role at [Company's Name].

I am particularly drawn to this opportunity because [mention what excites you about the company or role]. I am eager to bring my expertise in [specific area] to your team and contribute to [specific goal or value related to the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Warm regards,  
[Your Name]