

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 HR position at [Company's Name] as advertised on [where you found the job listing]. With a solid background in human resources and a passion for fostering a positive workplace culture, I am excited about the opportunity to contribute to your esteemed organization.

In my previous role at [Previous Company Name], I successfully managed recruitment processes, employee onboarding, and engagement initiatives, which resulted in a [specific accomplishment or metric]. My experience in [specific HR functions] has equipped me with the skills needed to support [Company's Name] in achieving its HR objectives.

I am particularly drawn to this position at [Company's Name] because of [specific reason related to the company or its HR initiatives]. I believe my ability to [specific skills or experiences relevant to the job] would be a valuable asset 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]. Please feel free to contact me at [your phone number] or [your email] to arrange a meeting.

Sincerely,  
[Your Name]