

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [Where You Found the Job Posting]. 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 team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that aligns with the job]. This experience honed my skills in [mention relevant skills or areas of expertise], enabling me to effectively manage [mention specific HR tasks related to the job].

I am particularly drawn to this position at [Company Name] because of [mention something specific about the company or its culture that appeals to you]. I believe that my proactive approach and commitment to [specific HR value or practice] would be a great fit for your team.

I look forward to the opportunity to discuss how my experience and vision align with the goals of [Company Name]. Thank you for considering my application. I hope to bring my skills in human resources to your esteemed company.

Warm regards,  
[Your Name]