

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the HR job vacancy listed on [where you found the job posting] for [Company Name]. With a background in human resources and a passion for fostering positive workplace environments, I believe I would be a valuable addition to your team. In my previous role at [Your Previous Company], I successfully [mention any relevant experience or achievement that aligns with the job requirements]. My skills in [specific skills related to the HR role] have equipped me to effectively handle [specific tasks related to the HR role].

I am particularly drawn to this position because [mention what attracts you to the company or the specific role]. I am impressed by [something specific about the company's culture, values, or achievements] and am eager to contribute to [specific goals or projects relevant to the company].

I have attached my resume for your review. I look forward to the opportunity to discuss how my experience and passion for human resources align with the needs of your team. Thank you for considering my application.

Sincerely,  
[Your Name]