

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

Dear [Hiring Manager's Name],  
I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. With a 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 demonstrates your skills related to the job]. This experience has equipped me with the skills needed to [relevant task/skill related to the job description].

I am particularly drawn to this position at [Company's Name] because [mention a specific reason related to the company's values, mission, or projects that resonates with you]. I believe my expertise in [specific skills related to the job] aligns with the goals of your HR 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].

Sincerely,  
[Your Name]