

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the HR Consultant position at [Company's Name] as advertised [where you found the job posting]. With [number] years of experience in human resources and a solid background in [specific areas of HR, e.g., employee relations, talent acquisition, training and development], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company's Name], I successfully [mention a specific accomplishment or responsibility related to the job]. This experience honed my ability to [specific skills relevant to the new job], which I believe aligns perfectly with the objectives of [Company's Name]. I am particularly impressed by [something specific about the company or its culture], and I am eager to bring my expertise in [mention relevant skills or experiences] to enhance [Company's Name]'s HR initiatives. My approach to HR is centered on [briefly mention your HR philosophy or strategy], which I believe will benefit your team in achieving [specific goals relevant to the company].

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of [Company's Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]