

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

Dear [Recipient'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 listing]. With [number] years of experience in human resources and a solid background in [specific HR skills or areas such as recruitment, employee relations, etc.], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility relevant to the job]. This experience honed my abilities in [specific skill], which I see as directly relevant to the [Job Title] position at [Company's Name].

I am particularly impressed by [something notable about the company or its HR practices], and I am excited about the opportunity to bring my expertise in [specific area] to your esteemed organization.

I look forward to the possibility of discussing my application with you.

Thank you for considering my candidacy for the [Job Title] position.

Sincerely,

[Your Name]