

[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 [Job Title] position at [Company's Name], as advertised [where you found the job posting]. With [number] years of experience in human resources, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. My experience in [specific HR area] has equipped me with a deep understanding of [mention a relevant skill or knowledge].

I am particularly drawn to this position at [Company's Name] due to [mention a reason related to the company or its values/mission]. I am eager to bring my expertise in [mention another relevant skill] to your organization to [describe how you can contribute].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the HR team at [Company's Name].

Sincerely,
[Your Name]