

[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 HR Executive position at [Company's Name] as advertised on [Where You Found the Job Posting]. With [number] years of experience in Human Resources and a strong background in [specific HR functions, e.g., recruitment, employee relations, performance management], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a specific achievement or responsibility relevant to the job description]. This experience honed my skills in [list relevant skills, e.g., conflict resolution, talent acquisition], which I believe align closely with the requirements of the HR Executive position.

I am particularly drawn to [Company's Name] because of [mention something specific about the company that appeals to you, e.g., its values, culture, projects]. I admire [specific aspect of company's HR practices or initiatives], and I am eager to bring my expertise in [your specialty] to further support your team and foster a positive workplace culture.

I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,  
[Your Name]