

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the HR [Job Title] position at [Company Name] as advertised on [where you found the job listing]. With a solid background in human resources management and a proven track record in recruitment, employee relations, and compliance, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I successfully [specific achievement, e.g., streamlined the recruitment process resulting in a 20% reduction in time-to-hire]. I am skilled at developing and implementing HR policies that support organizational goals while fostering a positive workplace culture. My experience in managing employee relations has equipped me with the ability to resolve conflicts effectively and maintain a high level of employee satisfaction.

I am particularly impressed by [specific aspect of the company or its mission] and I believe my background in [specific skills or experience related to the job] aligns well with the needs of your team. I am eager to bring my [mention any key strengths or specializations] to [Company Name] and help drive the HR initiatives that support your growth.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and passion for HR can contribute to your team's success.

Sincerely,
[Your Name]