

[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 [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. With [number] years of experience in human resources and a proven track record of [specific achievement/skill], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [specific responsibility or achievement related to the job], which resulted in [quantifiable outcome]. This experience has equipped me with the skills needed to effectively support [key responsibilities of the role you are applying for].

Moreover, my ability to [related skill or competency] aligns well with [Company's Name]'s commitment to [something relevant about the company]. I believe that fostering a positive workplace culture is essential for driving employee engagement and enhancing productivity.

I am particularly drawn to [Company's Name] because [specific reason related to the company's values, mission, or goals]. I am eager to bring my expertise in [specific HR function or skill] to your team and help [Company's Name] achieve its objectives.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I am available at your convenience for an interview.

Sincerely,
[Your Name]