

[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 listing]. With a solid background in human resources and a passion for fostering positive workplace environments, I am excited about the opportunity to contribute to your team's success.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience honed my skills in [specific skills relevant to HR, such as recruitment, employee relations, training, etc.], and equipped me with a comprehensive understanding of HR practices and compliance.

I am particularly impressed by [mention something specific about the company's culture, values, or initiatives], and I am eager to bring my expertise in [specific area of HR] to [Company's Name]. I believe that my [specific skills or attributes] would make a valuable addition to your team.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your HR department. Thank you for considering my application. I hope to contribute my strengths to [Company's Name] and support its mission.

Warmest regards,
[Your Name]