

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

Dear [Employer'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 accomplishments or skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility related to the job], which resulted in [describe the outcome]. My expertise in [specific HR skills or software] and strong communication abilities have allowed me to effectively collaborate with teams and ensure a positive work environment.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its culture that attracts you]. I believe that my background in [mention relevant experience or skills] aligns well with the values and goals of your organization.

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

[Your Name]