# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Hiring Manager's Name],

I am writing to express my strong interest in the [Specific Position, e.g., "Human Resources Manager"] role at [Company’s Name], as advertised on [Where You Found the Job Posting, e.g., "your company’s career page"]. With a [Your Highest Degree, e.g., "Bachelor’s/Master’s degree in Human Resources Management"] from [Your University] and extensive experience in [Specify, e.g., "employee relations, recruitment, and organizational development"], I am enthusiastic about the opportunity to contribute to your team and drive HR initiatives that support [Company’s Name]’s objectives.

In my previous role as [Your Last Job Title, e.g., "HR Specialist"] at [Your Previous Company], I [Describe a key achievement, responsibility, or project, e.g., "managed recruitment processes, from posting job ads to onboarding new employees, improving the new hire retention rate by 20% over two years"]. This experience, among others, has honed my skills in [Specify 2-3 HR skills or areas, e.g., "employee development, benefits administration, and HR policies and compliance"], and I am eager to bring this expertise to [Company’s Name].

I am particularly drawn to [Specify any notable project, policy, or aspect of the company that attracted you to apply, e.g., "your innovative approaches to employee well-being and engagement"]. I am enthusiastic about the chance to bring my unique talents to the dedicated team at [Company’s Name] and to contribute to nurturing a productive and supportive working environment.

Enclosed, please find my resume, which provides further details about my professional trajectory. I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you very much for considering my application.

Warm regards,

Your Full Name