

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to apply for the Human Resources position at [Company's Name], as advertised on [where you found the job listing]. With a degree in Human Resources from [Your University] and [number] years of experience in HR roles, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company], I was responsible for [specific duties], which have prepared me well for this role. I am particularly impressed with [Company's Name]'s commitment to [specific value or mission], and I am eager to support your team in achieving its HR goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and experience align with your needs.

Sincerely,
[Your Name]