

[Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager Name/Human Resources Selection Committee],

Re: [Job Title] - [Reference Number if applicable]

[Opening Paragraph: Express interest in the HR Development role. Mention where you saw the posting and briefly summarize your years of experience in organizational development, talent management, or training.]

[Second Paragraph: Detail your expertise in designing and implementing employee development programs. Highlight specific achievements such as improving retention rates, closing skill gaps, or managing successful leadership development initiatives.]

[Third Paragraph: Discuss your understanding of instructional design, e-learning platforms, and performance management systems. Mention your ability to align HRD strategies with overarching business objectives and your experience with data-driven evaluation of training effectiveness.]

[Closing Paragraph: Reiterate your enthusiasm for the company's culture or specific HR challenges. Express your desire for an interview to discuss how your background in HR Development can benefit their team.]

Sincerely,

[Your Name]