

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]  
[City, State]

[Date]

[Hiring Manager Name]  
[Title]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the **Bilingual Human Resources Generalist** position at [Company Name]. As a HR professional fluent in both [Language 1] and [Language 2], I offer a combination of comprehensive HR knowledge and the linguistic skills necessary to support a diverse workforce and foster an inclusive company culture.

In my previous role at [Previous Company], I managed core HR functions including recruitment, employee relations, and benefits administration while serving as the primary point of contact for [Language]-speaking staff. My ability to bridge communication gaps has consistently resulted in improved employee engagement and ensures that all personnel are fully informed of company policies and legal compliance requirements.

Key highlights of my qualifications include:

- **Bilingual Proficiency:** Fluent in [Language 1] and [Language 2], with experience translating complex legal and HR documentation.
- **Employee Relations:** Proven track record of mediating workplace issues and conducting investigations across cultural boundaries.
- **Full-Cycle Recruitment:** Experience sourcing and onboarding talent for multicultural environments.
- **Compliance:** Strong knowledge of labor laws and HR best practices in both [Country/Region] and [Optional: Secondary Region].

I am eager to bring my cross-cultural communication skills and HR expertise to [Company Name] to help streamline your operations and support your global team. Thank you for your time and for considering my application.

Sincerely,

[Your Signature]

[Your Printed Name]