

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

Re: Application for **HR Generalist** position

I am writing to express my interest in the HR Generalist position at [Company Name]. With [Number] years of experience in corporate human resources, I have developed a comprehensive background in employee relations, recruitment, benefits administration, and regulatory compliance. I am eager to apply my expertise to support [Company Name]'s organizational goals and workplace culture.

In my previous role at [Previous Company], I successfully managed full-cycle recruitment for various departments, resulting in a [Percentage]% reduction in time-to-hire. I also spearheaded [Specific Project, e.g., an automated onboarding process or a new performance management system] which increased departmental efficiency by [Percentage]%. My approach focuses on bridging the gap between management and employees through transparent communication and data-driven HR solutions.

My core competencies include:

- [Key Skill: e.g., Conflict Resolution & Mediation]
- [Key Skill: e.g., HRIS Management (Workday/SAP/ADP)]
- [Key Skill: e.g., Policy Development & Compliance]
- [Key Skill: e.g., Training & Development]

I am particularly drawn to [Company Name] because of your commitment to [Specific Company Value or Recent Achievement]. I am confident that my ability to navigate complex HR landscapes while maintaining a human-centric approach makes me a strong fit for your team.

I look forward to the possibility of discussing how my background in human resources can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]