

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

[Date]

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

Dear [Hiring Manager Name/Hiring Committee],

I am writing to express my enthusiastic interest in the **HR Generalist** position at [Company Name]. Having built a successful career in [Current/Previous Industry], I am now transitioning into Human Resources, bringing a robust foundation in [Skill 1: e.g., Conflict Resolution], [Skill 2: e.g., Project Management], and [Skill 3: e.g., Policy Compliance].

Throughout my tenure at [Current/Previous Company], I consistently demonstrated a talent for people operations and organizational development. Specifically, I [Action: e.g., streamlined a reporting process] which resulted in [Result: e.g., a 15% increase in efficiency]. While my job title was [Current Title], my core responsibilities closely mirrored those of an HR Generalist, including [Task 1: e.g., mediating employee disputes] and [Task 2: e.g., managing onboarding workflows].

I have recently completed [Certification/Coursework, e.g., SHRM-CP or PHR certification] to solidify my technical knowledge of employment law, benefits administration, and recruitment lifecycle management. My background in [Previous Industry] has equipped me with a unique perspective on [Specific Industry Challenge], allowing me to approach HR challenges with both empathy and data-driven strategy.

I am particularly drawn to [Company Name] because of your commitment to [Company Value or Recent Achievement]. I am eager to leverage my transferable skills to support your team and enhance the employee experience.

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

Sincerely,

[Your Signature]

[Your Typed Name]