

[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],

I am writing to express my interest in the HR Generalist position at [Company Name], as advertised on [Platform where job was posted]. With a strong foundation in human resources management and a specialized focus on full-cycle recruiting, I am confident in my ability to streamline your talent acquisition processes while providing comprehensive HR support to your team.

In my previous role at [Previous Company], I balanced core HR functions-including employee relations, compliance, and benefits administration-with a high-volume recruitment load. I successfully reduced the average time-to-hire by [Percentage]% through the implementation of [Specific Tool or Method, e.g., a new ATS or structured interviewing]. My approach combines data-driven sourcing strategies with a commitment to maintaining a positive candidate experience, ensuring that [Company Name] attracts and retains top-tier talent.

Beyond recruitment, I have a proven track record of improving employee engagement and ensuring all HR initiatives align with broader business objectives. I am particularly drawn to [Company Name] because of [mention a specific company value or recent achievement], and I am eager to apply my skills in workforce planning and talent management to help your organization scale effectively.

I have attached my resume for your review and welcome the opportunity to discuss how my background in HR operations and recruitment can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]