

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

[Date]

[Hiring Manager Name]  
[Title, e.g., Head of People / CEO]  
[Startup Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the HR Generalist position at [Startup Name]. Having followed [Startup Name]'s recent growth in the [Industry Name] sector, I am eager to bring my experience in building scalable people operations and fostering high-performance cultures to your team.

In my previous role at [Previous Company/Startup], I operated in a fast-paced environment where I was responsible for [Key Achievement 1, e.g., automating the onboarding process for 50+ new hires]. I understand that in a startup, HR is not just about compliance, but about agility and supporting the team's ability to pivot and scale. I have successfully managed [Key Skill 1, e.g., full-cycle recruitment], [Key Skill 2, e.g., employee relations], and [Key Skill 3, e.g., benefits administration] while maintaining a focus on employee retention and engagement.

What excites me about [Startup Name] specifically is [mention a specific company value, recent funding round, or product launch]. I am confident that my "roll-up-your-sleeves" mentality and ability to navigate ambiguity will allow me to contribute immediately to your mission of [Company Mission].

I look forward to the possibility of discussing how my background in people operations can support [Startup Name]'s next stage of growth.

Best regards,

[Your Signature]  
[Your Printed Name]