

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title, e.g., Head of People / HR Director]

[Company Name]

[Company Address]

Dear [Hiring Manager Name or "Team"],

I am writing to express my strong interest in the HR Generalist position at [Company Name]. As an HR professional with [Number] years of experience in the technology sector, I have followed [Company Name]'s growth in [mention specific industry/product, e.g., SaaS/AI/FinTech] and admire your commitment to [mention a company value or recent milestone].

In my previous role at [Previous Company], I played a key role in scaling the team from [X] to [Y] employees while maintaining a high-performance culture. I am particularly adept at navigating the unique challenges of tech environments, including technical recruitment, equity/stock option administration, and implementing agile HR processes. My experience includes:

- **People Operations:** Streamlining onboarding/offboarding workflows using [HRIS tool, e.g., BambooHR, Rippling].
- **Employee Relations:** Partnering with engineering and product leads to improve retention by [Percentage]%.
- **Compliance & Policy:** Developing scalable handbooks and remote-work policies for distributed teams.
- **Culture & Engagement:** Leveraging data-driven insights from engagement surveys to launch [Specific Initiative].

I am a firm believer that in a fast-paced tech environment, the People function must be as innovative and iterative as the product itself. I am eager to bring my proactive approach to [Company Name] to support your talented team and contribute to your continued success.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in people operations can support [Company Name]'s mission.

Sincerely,

[Your Name]