

[Your Full Name]

[Your Phone Number] | [Your Email Address]

[Your LinkedIn Profile] | [City, State, Time Zone]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address/Remote Location]

Dear [Hiring Manager Name or "Hiring Team"],

I am writing to express my interest in the Remote HR Generalist position at **[Company Name]**, as advertised on **[Platform Name]**. With a background in managing end-to-end human resources functions across distributed teams, I am confident in my ability to support your remote workforce and uphold your company culture from afar.

In my previous role at **[Previous Company Name]**, I successfully navigated the complexities of remote HR operations, including **[Key Achievement: e.g., digital onboarding, multi-state compliance, or virtual engagement]**. I am highly proficient in utilizing HRIS and communication tools such as **[Software/Tools: e.g., BambooHR, Slack, Zoom]** to ensure seamless administrative support and employee relations.

I am particularly drawn to **[Company Name]** because of your commitment to **[Specific Company Value or Initiative]**. My experience in **[Specific HR Skill: e.g., talent acquisition, benefits administration, or policy development]** aligns with the goals outlined in your job description. I am a self-motivated professional who thrives in autonomous environments while maintaining high standards of confidentiality and responsiveness.

Thank you for your time and consideration. I look forward to the possibility of discussing how my remote HR expertise can contribute to the continued success of **[Company Name]**.

Sincerely,

[Your Name]