

[Your Full Name]

[Your Phone Number] | [Your Email]

[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Re: HR Coordinator Application - Referral by [Referrer's Name]

Dear [Hiring Manager Name],

I am writing to express my interest in the HR Coordinator position at [Company Name]. I was recently speaking with **[Referrer's Name]**, who currently serves as [Referrer's Job Title] at your company, and they highly recommended that I reach out regarding this opening based on my background in human resources and administrative support.

In my previous role at [Previous Company], I gained hands-on experience in [mention 2-3 HR functions, e.g., onboarding, benefits administration, and recruitment tracking]. I am particularly drawn to [Company Name] because of its reputation for [mention a specific company value or project]. I am confident that my organizational skills and commitment to employee engagement align with your department's current goals.

My qualifications include:

- [Key HR Skill or Certification]
- [Experience with HRIS or Payroll software]
- [Achievement regarding process improvement or employee relations]

I would appreciate the opportunity to discuss how my experience and [Referrer's Name]'s recommendation make me a strong fit for your HR team. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]