

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

[Date]

[Hiring Manager Name]
[Title, e.g., Director of HR]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Human Resources Generalist position at [Company Name]. I was recently speaking with [Referral Name], [Referral's Title/Relationship to Company], who encouraged me to apply for this role and shared insights into your team's commitment to [mention a specific company value or goal].

With [Number] years of experience in human resources, I have developed a comprehensive skill set across recruitment, employee relations, benefits administration, and compliance. In my previous role at [Previous Company], I successfully [mention a specific HR achievement, e.g., reduced turnover by 15% or streamlined the onboarding process]. I believe my ability to balance administrative excellence with strategic employee engagement makes me a strong fit for your HR department.

I am particularly drawn to [Company Name] because of [mention something specific about the company's culture or industry]. My background in [specific HR area, e.g., conflict resolution or payroll systems] aligns directly with the requirements outlined in the job description.

I have attached my resume for your review and look forward to the possibility of discussing how my background can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Best regards,

[Your Signature (if sending by mail)]
[Your Printed Name]