

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

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Human Resources Specialist position at [Company Name], as recommended to me by [Referral Name], [Referral's Title/Relationship to Company]. Having followed [Company Name]'s growth in the [Industry Name] sector, I was thrilled when [Referral Name] suggested I apply, noting that my background in talent acquisition and employee relations aligns with your current team goals.

In my previous role at [Previous Company], I managed [Specific HR Function, e.g., end-to-end recruitment or performance management] for a workforce of [Number] employees. I successfully [Mention a specific HR achievement, e.g., reduced turnover by 15% or streamlined onboarding processes], which resulted in [Positive Outcome]. My approach centers on balancing organizational compliance with a people-first culture, a philosophy I know [Company Name] values.

I am particularly drawn to this role because of [Specific Project or Company Value]. I am confident that my expertise in [Key HR Skill 1] and [Key HR Skill 2] will allow me to contribute immediately to the HR department's success.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my skills can benefit [Company Name].

Sincerely,

[Your Signature]  
[Your Printed Name]