

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

[Date]

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

**Re: Virtual HR Specialist Application - Referral by [Referrer's Name]**

Dear [Hiring Manager Name],

I am writing to express my interest in the Virtual HR Specialist position at [Company Name]. I was recently speaking with [Referrer's Name], [Referrer's Job Title] at [Referrer's Department/Company], who suggested that my background in remote human resources management would be an excellent fit for your current team needs.

With [Number] years of experience in HR, specifically focusing on virtual environments, I have developed a strong proficiency in [Skill 1], [Skill 2], and [Skill 3]. In my previous role at [Previous Company], I successfully managed [Specific HR Project or Metric] while working entirely remotely, ensuring seamless communication and compliance across various time zones.

My expertise includes:

- Managing end-to-end digital recruitment and onboarding processes.
- Utilizing HRIS and remote collaboration tools such as [Software Names].
- Fostering company culture and employee engagement in a distributed workforce.
- Ensuring labor law compliance for remote employees in multiple jurisdictions.

I am particularly drawn to [Company Name] because of your commitment to [Specific Company Value or Recent Achievement]. I am confident that my ability to operate independently and my proactive approach to employee relations will contribute positively to your HR department.

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 experience aligns with the goals of [Company Name].

Best regards,

[Your Signature/Typed Name]