

[Your Full Name]

[Address, City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Re: Application for Bilingual Human Resources Specialist position

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Bilingual Human Resources Specialist position at [Company Name], as advertised on [Platform]. With a solid background in HR administration and full fluency in both [Language 1] and [Language 2], I am confident in my ability to support your diverse workforce and streamline cross-cultural communication.

Throughout my career, I have successfully managed [List key HR functions, e.g., employee relations, recruitment, or benefits administration] while ensuring compliance with local and federal labor laws. My bilingual proficiency has allowed me to bridge communication gaps, translate complex policy documents, and conduct orientation sessions for non-native speaking employees, resulting in [Mention a specific metric or achievement].

I am particularly drawn to [Company Name] because of its commitment to [Mention a specific company value or project]. I am eager to bring my expertise in [Specific HR Skill] and my cultural competency to your team to help maintain an inclusive and efficient workplace environment.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my linguistic skills and HR experience can contribute to the continued success of [Company Name].

Sincerely,

[Your Name]