

[Your Full Name]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

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

Dear [Hiring Manager Name/Selection Committee],

I am writing to express my interest in the Corporate Human Resources Specialist position at [Company Name], as advertised on [Platform/Source]. With a background in [Number] years of HR operations and a focus on [Specific HR Function like Recruitment/Employee Relations], I am confident in my ability to contribute to your corporate HR team.

In my previous role at [Current/Previous Company], I successfully managed [Specific Achievement, e.g., a workforce of 500+ employees]. My experience includes [Key Responsibility 1], [Key Responsibility 2], and maintaining compliance with [Local/Federal Labor Laws]. I pride myself on my ability to align HR initiatives with broader business objectives to drive organizational growth.

I am particularly drawn to [Company Name] because of your commitment to [Specific Company Value or Recent Achievement]. I am eager to bring my expertise in [Specific Skill, e.g., HRIS Management or Talent Acquisition] to assist in streamlining your internal processes and enhancing the employee lifecycle.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of [Company Name].

Sincerely,

[Your Name]