

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

[Date]

[Hiring Manager Name]  
[Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name/Human Resources Selection Committee],

I am writing to express my strong interest in the Employee Relations Human Resources Specialist position at [Company Name], as advertised on [Platform]. With a solid background in conflict resolution, policy interpretation, and fostering positive workplace cultures, I am confident in my ability to support both your employees and your organizational objectives.

During my tenure at [Previous Company], I specialized in managing complex employee relations issues, including [mention 1-2 specific areas like grievance procedures, performance management, or workplace investigations]. I successfully [mention a specific achievement, e.g., reduced turnover by X% or streamlined the disciplinary process], ensuring all actions remained compliant with labor laws and internal policies.

My approach to HR is built on transparency, empathy, and impartial advocacy. I have a proven track record of coaching management through difficult conversations and facilitating mediation sessions that restore team productivity. I am particularly drawn to [Company Name] because of your commitment to [mention a specific company value or recent HR initiative].

I am eager to bring my expertise in [Key Skill, e.g., Title VII compliance or HRIS data analysis] to your HR team. 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 Typed Name]