

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State/Country]
[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, Country]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the **International Human Resources Specialist** position at [Company Name]. With a background in global talent acquisition, international labor law compliance, and cross-cultural employee relations, I am confident in my ability to support your expanding global workforce and streamline HR operations across multiple jurisdictions.

In my previous role at [Current/Previous Company], I successfully managed HR functions for teams spanning [Number] countries. My core competencies include [Key Skill 1, e.g., Global Mobility and Visa Processing], [Key Skill 2, e.g., International Compensation & Benefits], and [Key Skill 3, e.g., Cultural Integration Strategies]. I have a proven track record of ensuring local regulatory compliance while maintaining a unified corporate culture across international borders.

I am particularly drawn to [Company Name] because of your recent expansion into [Specific Region/Market] and your commitment to [Specific Company Value or Project]. I am eager to leverage my expertise in [Specific Area, e.g., Expatriate Management] to help your organization navigate the complexities of international human capital management.

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

Sincerely,

[Your Signature (if sending by mail)]
[Your Full Name]