

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my enthusiastic interest in the Human Resources position at [Company Name], as advertised. I believe my professional background and skill set make me an outstanding candidate for this role, and I am pleased to include a strong reference from my former colleague, [Colleague's Name], to further support my application.

During my tenure at [Previous Company], I had the pleasure of collaborating closely with [Colleague's Name] on various HR-related projects, including recruitment drives, employee onboarding programs, and policy implementation initiatives. As someone who worked alongside me, [Colleague's Name] has provided a first-hand account of my strong interpersonal skills and my ability to foster a collaborative and positive work environment.

[Colleague's Name] has graciously agreed to serve as a reference and has spoken highly of my dedication to achieving organizational objectives, my respectful and inclusive approach to employee relations, and my professionalism in managing confidential and sensitive matters. Their endorsement highlights my strengths in team collaboration, effective communication, and problem solving - key qualities for success in an HR role.

Furthermore, my comprehensive experience in recruitment, employee relations, and policy development has equipped me with the tools to manage HR responsibilities efficiently and empathetically. I am passionate about supporting both employees and organizational growth, ensuring a productive and engaging workplace for all.

I am excited about the opportunity to contribute to [Company Name]'s continued success and would welcome the chance to further discuss my qualifications. Please feel free to contact [Colleague's Name] at [Colleague's Email/Phone Number] for additional insights regarding my professional abilities and work ethic.

Thank you very much for considering my application. I look forward to the opportunity to meet with you and discuss how my background, experience, and trusted recommendations can benefit your HR team.

Sincerely,  
[Your Name]