

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

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

Dear [Recipient Name],

I am writing to express my interest in the [HR Position Title] position at [Company Name] as advertised on [Where You Found the Job Posting]. With a strong background in human resources and proven experience in [recruiting/talent management, employee relations, benefits administration, etc.], I am excited about the opportunity to contribute to your team.

Over the past [number] years, I have successfully [describe a key accomplishment or responsibility relevant to the HR role, e.g., "implemented employee engagement programs that improved retention by 15%"]. My ability to [highlight relevant HR skills, such as conflict resolution, HRIS systems proficiency, or policy development] makes me confident in my capacity to add value to your organization. I am particularly drawn to [Company Name] because of [specific reason related to the company or role].

In regard to compensation, based on my experience and research of current market trends, my expected salary range for this position is [\$XX,XXXâ€“\$XX,XXX] annually. However, I am open to discussing your organization's complete compensation package and am flexible to ensure a mutually beneficial agreement.

Thank you for considering my application. I look forward to the opportunity to further discuss how my skills and experience align with the needs of your HR team. Please feel free to contact me at your earliest convenience to schedule an interview.

Sincerely,

[Your Name]