

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

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the HR Coordinator position at [Company Name] as advertised on [where you found the job listing]. With my extensive experience in recruitment and human resources coordination, I am confident in my ability to make a meaningful contribution to your team and help advance your organizational goals.

In my previous role at [Previous Company Name], I managed a wide range of recruitment initiatives, from creating engaging job postings to conducting candidate screenings and coordinating interviews. My strong organizational skills and attention to detail enabled me to streamline the hiring process, reducing time-to-fill by 20% while maintaining a positive experience for both candidates and hiring managers.

My expertise extends to onboarding, where I developed and implemented comprehensive orientation programs. These initiatives improved new hire retention and strengthened cross-departmental relationships. Additionally, my excellent communication and interpersonal abilities have allowed me to build strong partnerships with stakeholders at all levels, ensuring alignment of recruitment strategies with overall business objectives.

I am passionate about creating a supportive workplace culture and am committed to leveraging my recruitment expertise to attract and retain top talent. I am excited about the opportunity to bring my dedication, knowledge, and enthusiasm to the HR team at [Company Name].

Thank you for considering my application. I welcome the opportunity to discuss how my background, skills, and certifications make me a strong fit for the HR Coordinator position. I look forward to speaking with you at your earliest convenience.

Sincerely,
[Your Name]