[Today’s Date]

[341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

[hiring.manager@gmail.com]

Dear Mr./Mrs./Ms. (Manager’s Name),

I’m contacting you regarding your advertisement for the Human Resources opening listed on your website. My interest in this position stems from my belief that I have the right combination of relevant staffing experience, communication skills, and high levels of organization that make me a superb candidate.

To date I feel my strongest abilities are:

* Increasing employee retention by rigorously maintaining a positive work environment
* Developing targeted outreach recruitment programs to recruit the best talent and meet all departmental hiring requirements
* Creating user-friendly application forms and questionnaires to be used by the organization during staff recruitment and interviewing.
* Arbitrating labor disputes in collaboration with the legal department.

I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. I feel that a relationship with your company would be mutually beneficial, as my educational background, HR experience, and qualifications would make me a perfect fit for your Human Resources position, and would also allow me to refine my skills in a new working environment.

In closing, I would like to thank you for your time and attention, and I hope to have the chance to discuss the opening with you in person.

Sincerely,

[Your Name]