
Cover Letter for HR Position Example

[Your Full Name]

[Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager's Full Name]

[Company Name]

[Address]

[City, State, ZIP Code]

Subject: Application for HR Position

Dear [Hiring Manager's Full Name],

I am writing to apply for the HR position at [Company Name]. With over 5 years of experience in HR roles, I have developed strong skills in recruitment, training, and employee development.

I thrive in dynamic environments and am committed to supporting your HR department's strategic goals.

Thank you for considering my application.=

Sincerely,

[Your Full Name]