
HR Coordinator Cover Letter 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 Coordinator Role

Dear [Hiring Manager's Full Name],

I am excited to apply for the HR Coordinator role at [Company Name]. My background in coordinating HR activities, from recruitment to benefits administration, equips me with the necessary skills to excel in this position.

I have a keen eye for detail and a commitment to supporting the HR department's smooth functioning.

I look forward to discussing how I can contribute to your HR team.

Sincerely,

[Your Full Name]