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# HR Department Job 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: HR Department Job Application

Dear [Hiring Manager's Full Name],

I am writing to apply for a position within the HR department at [Company Name]. With a background in both HR and management, I have a comprehensive understanding of organizational needs, employee relations, and legal compliance.

My experience includes successfully implementing HR initiatives at [Previous Company Name] that increased employee retention rates by 15%.

I look forward to the opportunity to contribute to [Company Name]'s HR department.

Sincerely,

[Your Full Name]