
Human Resource Cover Letter for Resume 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 Specialist Role

Dear [Hiring Manager's Full Name],

I am applying for the HR Specialist role at [Company Name], as advertised. My enclosed resume details my 5 years of experience in employee training, benefits administration, and HR policies implementation.

I believe my expertise aligns with the responsibilities outlined in the job description, and I look forward to potentially joining your team.

Sincerely,

[Your Full Name]