

John Doe

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City, State, Zip Code

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Date: [Insert Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Human Resources position at [Company's Name] as referred by [Referrer's Name], who is currently employed at your organization. With my background in human resources and proven track record of success in employee management and recruitment, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company's Name], I successfully managed a variety of HR functions including talent acquisition, employee engagement, and performance management which directly contributed to a more efficient and motivated workforce. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values].

I am excited about the opportunity to discuss how my skills and experiences align with the needs of your team and how I can contribute to [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

John Doe