

# Unsolicited Job Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in potential Human Resources Coordinator positions at [Company Name]. With a strong background in human resources management and a passion for employee engagement, I believe I would be a valuable addition to your team.

In my previous role at [Previous Company Name], I successfully managed various HR functions including recruitment, training and development, and performance management. My experience in fostering a positive work environment has helped enhance employee satisfaction and retention rates.

I am particularly drawn to [Company Name] because of its commitment to [specific value or initiative of the company]. I am eager to contribute to your team by utilizing my skills in talent acquisition and employee relations.

I have attached my resume for your review and would appreciate the opportunity to discuss how I can contribute to the continued success of [Company Name]. Thank you for considering my application.

Sincerely,

[Your Name]