

Professional HR Resume Letter

From,

Your Name Your Address

Your City, State, Zip Code

Your Phone Number

Your Email Date

To,

Name of Contact

Position

Company Address

City, State, and Zip Code

Dear [Name of Contact];

Greetings!

I found your job opening ad on [source] and I am interested in applying for the Human Resources Department at your company.

I graduated with a degree in Human Resources Management from [name of college or university]. Currently, I am working as a professional at the human resources department in [name of current practice]. The experience that I have garnered in my current position has led me to believe that I am going to be a solid addition to your team.

[Insert other relevant information, such as academic honors and accolades, if applicable].

I have attached a copy of my resume as you requested, along with other necessary documents. My references are available upon request. Please do not hesitate to call me regarding the application at any time. You may reach me via phone at [phone number] or email me at [email address].

Thank you very much for this job opportunity; I look forward to hearing from you soon.

Sincerely,

[Your name and signature]