**HR COVER LETTER**

September 1, 20XX

Dear Mr. Smith,

Your job posting for a Human Resources Generalist caught my attention because your key requirements for the position are strengths that I possess personally and professionally. The industry in which I currently work, engineering, has many similar challenges to those you describe for your software development company.

My six years in HR as an assistant and then, as a generalist, have allowed me to grow and develop both professionally in my HR knowledge and experience, and as an employee leader within my company. I look forward to another HR generalist position to continue my growth in the field and ultimately, to serve an organization as their [HR manager](https://www.thebalancecareers.com/sample-human-resources-manager-job-description-1919125). Your position appears to allow this growth.

I demonstrate my passion for people and HR daily in my current job. I have responsibility for training and some aspects of organization’s development, so I have been able to express my creativity and my ability to build effective programs.

Your job posting requires experience in [compensation and benefits.](https://www.thebalancecareers.com/what-does-a-compensation-manager-in-hr-do-1918544) In my current generalist job, I have responsibility for administering benefits and working with accounting on payroll and compensation. I also exhibit strong attention to detail and an ability to keep projects moving forward. My resume details the experience that I have highlighted in this letter. Having had just one employer since college, I am excited to consider opportunities to do new things and expand my knowledge.

Your advertised position also appears to fit my experience, accomplishments, and education. I am working on my PHR at my local university currently as requested and have my bachelor’s degree in HR.

Based on my experience and your [job description](https://www.thebalancecareers.com/job-descriptions-positives-and-negatives-1918556), we appear to be a good fit for each other's needs. I look forward to meeting you for an interview.

Regards,

Ramon Hernandez