

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

With 3+ years of experience in the Human Resources field, I have finally homed all the skills mentioned in your job description. Therefore, I want to present my candidacy for your next HR Coordinator role. You can take a tour of my job responsibilities in the subsequent section:

* Schedule interviews.
* Track the progress of recruitment.
* Brief the new hires about the company's goals and policies.
* Provide assistance in payroll preparation.
* Update the employees' information in the database.
* Carry out ad hoc projects.

Along with the above routine tasks, I have an enthusiastic attitude to support the company's goals and objectives.

Thank you for processing my application forward. My attached resume will offer further insight to my job qualifications. I hope to meet you personally and have a detailed conversation about my skills.

Best Regards,

[Your Name]

**Robert Smith**

**HR Coordinator**