

**Robert Smith**

**Human Resources Business Partner**

[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],

I am submitting my candidacy for the open position of Human Resources Business Partner with your organization. With the extensive success and experience, I am qualified to become your next Human Resources Business Partner.

I am outlining my professional responsibilities to bring to your attention:

* Devise long-range and short-range goals for the HR department.
* Formulate growth policies for the unit.
* Implement employee development plans.
* Decide employee remuneration range.
* Integrate improvements in the company's existing staffing procedure.
* Participate in budget development and allocation.

Along with supervising comprehensive HR responsibilities, I have developed superior business acumen, cultural awareness and HR best practices.

Thanks for considering me as your next Human Resources Business Partner. I am sharing my resume to offer more insight into my academic and professional journey. I am hopeful to speak with you in the near future.

Best Regards,

[Your Name]