

HR Professional cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am applying for the HR Business Partner role for your manufacturing division at [Organisation name]. I have seven years of HR experience, the last four supporting a 1,200-person plant workforce in Pune, and I would like to bring that shop-floor understanding to a larger multi-plant organisation.

At my current plant, I led the move from paper registers to biometric attendance linked with payroll, which cut monthly wage disputes from around 30 cases to fewer than five. I also worked with our legal advisor and union representatives on a long-term wage settlement, keeping production running throughout the negotiation. On the talent side, I set up a skill matrix for 180 operators and linked it to a promotion ladder, so supervisors could promote on clear criteria rather than seniority alone.

I handle standing orders, contract labour compliance, factory inspections and grievance committees, and I am comfortable presenting HR data to plant heads in plain terms. My notice period is 60 days.

Thank you for considering my application. I would welcome the chance to discuss the people priorities for your new plant.

Regards,
[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the HR Executive (Talent Acquisition) role at [Organisation name]. I have just completed my MBA in Human Resources, and I want to start in recruitment because it is where an HR team most visibly supports business growth.

During my two-month summer internship with a logistics company in Chennai, I screened close to 400 applications for warehouse supervisor and driver roles, scheduled 90 interviews and sent structured feedback notes to the operations managers. I noticed that many candidates dropped out after the first call because shift timings were unclear, so I added a short shift-and-location note to our call script. Interview turn-up improved from about half to nearly three in four scheduled candidates by the end of my internship. I also helped the payroll coordinator verify joining documents and PF nomination forms for 35 new hires.

I am comfortable with Excel, job portal recruiter dashboards and basic HRMS entries, and I speak Tamil, Hindi and English. I can join immediately and am open to working from your warehouse sites or head office.

Thank you for considering my application. I would value the opportunity to discuss how I can support your hiring plans.

Regards,

[Your name]

BEFORE YOU SEND IT

- Name your HR area early, whether recruitment, HR business partnering, payroll, L&D or employee relations, along with the workforce size you support; a broad generalist claim makes you hard to place.
- Never mention specific grievances, disciplinary cases or salary figures from your current employer; describe outcomes in totals and trends so your discretion shows in the letter itself.
- Mention statutory work you have actually handled, such as PF, ESI, gratuity, POSH committees or standing orders, rather than listing every labour Act you studied during your course.
- Use a subject line with the role and your specialism, keep the letter to about 250 words, and attach HR or payroll course certificates only when they match the opening.