

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the HR Leadership position at [Company's Name] as advertised [where you found the job listing]. With [number] years of progressive experience in human resources management and a passion for fostering inclusive workplace cultures, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility that aligns with the job description]. This experience honed my skills in [mention relevant skills or areas of expertise], enabling me to effectively [impact you made related to the position].

I am particularly drawn to [Company's Name] because of [specific reason related to the company's mission, values, or recent achievements]. I admire your commitment to [specific company aspect], and I believe my background in [specific HR area, e.g., talent acquisition, employee development] aligns well with your objectives.

Additionally, my experience in [another relevant experience or skill] has equipped me with [describe how this experience is valuable for the position]. I am eager to bring this expertise to [Company's Name] and help drive initiatives that promote [specific goals related to the HR department or company].

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences align with the needs of your team. Please feel free to contact me at [your phone number] or [your email address] to arrange a convenient time for us to converse.

Warm regards,
[Your Name]