

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 Manager position at [Company's Name] as advertised on [where you found the job listing]. With [number] years of experience in human resources, I am confident in my ability to contribute effectively to your team and support [Company's Name] in achieving its goals.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that demonstrates your skills], which led to [outcome/impact]. I am skilled in [list relevant skills or areas of expertise], and I have a strong commitment to fostering a positive company culture and promoting employee engagement.

I am particularly impressed by [something specific about the company or its values/initiatives], and I believe my background in [specific experience related to the company or role] aligns well with your needs. I am excited about the opportunity to bring my unique expertise to [Company's Name] and help drive strategic HR initiatives. Thank you for considering my application. I look forward to the possibility of discussing how my skills can benefit your team.

Sincerely,  
[Your Name]