

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the HR Manager position at [Company's Name] as advertised [where you found the job posting]. With a strong background in human resources and a passion for fostering positive workplace cultures, I believe I am an ideal candidate for this role.

In my previous position at [Your Last Company], I successfully [mention a relevant achievement or responsibility], which resulted in [mention a quantifiable outcome]. My experience in [specific HR function such as recruitment, employee relations, etc.] has equipped me with the skills to [mention how your skills align with the job requirements].

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its HR practices that attracts you]. I am eager to bring my expertise in [specific HR skills or experiences relevant to the company] to your team.

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.

Sincerely,

[Your Name]

[Attachment: Resume]