

[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],

[Introduction]

- Briefly introduce yourself and express your interest in the HR Manager position.
- Mention where you found the job posting and any mutual connections, if applicable.

[Body Paragraph 1]

- Highlight your relevant experience and skills in human resources.
- Provide specific examples of past accomplishments related to HR management.

[Body Paragraph 2]

- Emphasize your knowledge of HR best practices, employment law, and talent management.
- Discuss how your experience aligns with the company's values and goals.

[Body Paragraph 3]

- Mention your interpersonal skills and ability to foster a positive workplace culture.
- Include any relevant certifications or training.

[Closing Paragraph]

- Reiterate your enthusiasm for the position and how you can contribute to the company's success.
- Express your desire for an interview to discuss your qualifications further.

Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,

[Your Name]

[LinkedIn Profile or Professional Website, if applicable]