

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

Dear [Recipient Name],

I am writing to express my interest in the HR Manager position at [Company Name], as advertised on [Where You Found the Job Posting]. With my extensive experience in human resources and a proven track record of successfully implementing HR strategies to drive organizational performance, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Last Company], I [describe a relevant achievement or responsibility, e.g., "successfully led a company-wide initiative to improve employee engagement, resulting in a 15% increase in retention over one year."]. My expertise in [mention specific HR skills or areas, e.g., recruiting, employee training, performance management] has equipped me with the ability to foster a positive workplace culture while ensuring compliance with employment laws.

I am particularly impressed by [mention something specific about the company or its mission that resonates with you, e.g., "the commitment to diversity and inclusion that [Company Name] upholds."]. I believe that my values align with those of your organization, and I am eager to bring my background in [mention any relevant experience related to the company's focus] to your team.

I am excited about the possibility of discussing how my skills and experiences align with the goals of [Company Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]