

[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 listing]. With [number] years of experience in human resources and a proven track record in [specific skills or achievements], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job]. My expertise in [mention any specific HR functions or systems] has allowed me to [explain results or impact].

I am particularly drawn to this position at [Company's Name] because of [mention something specific about the company or its HR philosophy]. I believe my skills in [specific skills] align well with your needs.

I am excited about the opportunity to bring my unique expertise to [Company's Name] and contribute to [mention a goal or project of the company]. Thank you for considering my application. I look forward to the opportunity to discuss my application in further detail.

Sincerely,
[Your Name]