

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the HR Manager position at [Company Name], as advertised on [where you found the job listing]. With [number] years of experience in human resources management and a proven record of successfully implementing HR strategies, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility that relates to the job]. This experience honed my skills in [specific HR functions relevant to the job, e.g., recruitment, employee relations, performance management, etc.], allowing me to [quantifiable outcome, e.g., improve retention rates, reduce hiring time, etc.].

I am particularly drawn to this opportunity at [Company Name] because [specific reason related to the company's values or goals]. I admire [mention any relevant project, value, or initiative of the company] and would be thrilled to contribute to such a dynamic environment.

Furthermore, my ability to [mention a relevant skill or quality, e.g., build strong relationships with employees, lead a team effectively, etc.] aligns well with your company's needs. I am dedicated to fostering a positive work culture and supporting organizational objectives through strategic HR initiatives.

I am eager to bring my expertise in [specific HR area] to [Company Name] and help shape an effective HR strategy that aligns with your business goals. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,  
[Your Name]