

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

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 [X years] of experience in human resources and a strong track record of [specific relevant achievements], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I [describe a relevant accomplishment or responsibility that showcases your skills and successes in HR]. This experience has equipped me with a comprehensive understanding of [specific HR practices or areas of expertise relevant to the new position].

At [Previous Company Name], I successfully [describe another relevant achievement or initiative] that resulted in [measurable outcome]. My approach is always focused on aligning HR strategies with organizational goals, fostering a culture of [specific values that match the company's culture, e.g., collaboration, engagement, diversity].

I am particularly drawn to [Company's Name] because of [specific reason related to the company's values, culture, or mission]. I believe that my experience in [specific HR areas] will allow me to [how you plan to contribute to the company's goals].

I am excited about the opportunity to bring my unique expertise to [Company's Name] and support your mission to [specific company objective or initiative]. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,
[Your Name]