

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Human Resources Manager position at [Company's Name] as advertised on [Where You Found the Job Posting]. With a background in human resources and a passion for fostering a positive workplace culture, I am excited about the opportunity to contribute to your team.

**\*\*Professional Summary:\*\***

I hold a [Your Degree] in [Your Major] from [Your University] and have [X years] of experience working in various HR roles, including [specific roles/positions]. My expertise includes recruitment, employee relations, performance management, and HR policy development.

**\*\*Key Qualifications:\*\***

- Successfully managed end-to-end recruitment processes, leading to a [percentage]% improvement in time-to-fill.
- Developed and implemented employee training programs that increased overall employee satisfaction by [percentage]% according to recent surveys.
- Collaborated with cross-functional teams to design workplace initiatives that improved team dynamics and retention rates.

**\*\*Why [Company's Name]:\*\***

I am particularly drawn to [Company's Name] because of [specific reason related to the company's values, culture, or projects]. I admire your commitment to [specific value or initiative] and look forward to bringing my skills in [specific skill/area] to your HR team.

**\*\*Conclusion:\*\***

Thank you for considering my application. I am eager to further discuss how my background and skills can align with the goals of [Company's Name]. I look forward to the opportunity for an interview and can be reached at [Your Phone Number] or [Your Email].

Warm regards,

[Your Name]