

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 [number] years of experience in human resources and a proven track record of successful management and strategic planning, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility related to HR management]. This experience honed my skills in [specific skills relevant to the job], which I believe aligns perfectly with the goals of [Company Name].

I am particularly drawn to [Company Name] because of [specific reason related to the company or its culture]. I admire your commitment to [specific aspect of the company], and I am eager to bring my expertise in [specific HR area] to enhance your team.

I am confident that my deep understanding of HR practices and my proactive approach to employee engagement can add significant value to [Company Name]. I look forward to the opportunity to discuss how my experience and vision align with the goals of your organization.

Thank you for considering my application. I hope to speak with you soon.

Warm regards,

[Your Name]