
Human Resource Cover Letter

[Your Full Name]
[Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]

[Hiring Manager's Full Name]
[Company Name]
[Address]
[City, State, ZIP Code]

Subject: Application for Human Resources Manager Position

Dear [Hiring Manager's Full Name],

I am thrilled to apply for the Human Resources Manager position at [Company Name], a role I learned about through [where you found the job posting]. My Masters in Human Resources Management and 7 years of experience in strategic HR planning make me a strong fit for this position.

During my tenure at [Previous Company Name], I led a team responsible for recruitment, training, and employee relations. I successfully reduced turnover by 15% through employee engagement programs and spearheaded a leadership development initiative that contributed to a 25% increase in internal promotions.

What sets me apart is my commitment to creating a supportive workplace culture. I believe that my passion for people and my strategic vision align with [Company Name]'s values and goals.

I look forward to the opportunity to discuss my qualifications in further detail. Attached is my resume for your review.

Sincerely,
[Your Full Name]