

[Your Full Name]
[Your Address]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the Senior Human Resources Manager position at [Company Name], as recommended to me by [Referral Name], [Referral's Title or Relationship to Company]. Having closely followed [Company Name]'s growth and its reputation for [mention a specific company value or achievement], I am eager to bring my [Number] years of strategic HR leadership to your executive team.

In my current role as [Current Job Title] at [Current/Previous Company], I have successfully led organizational transformations, including [mention a key achievement such as "scaling a workforce by 40%" or "implementing a global DEI initiative"]. My expertise lies in aligning HR strategy with overarching business objectives, specifically within the realms of talent acquisition, employee relations, and comprehensive compensation planning.

[Referral Name] mentioned that [Company Name] is currently focusing on [mention a specific challenge or goal, e.g., "streamlining performance management" or "expanding into international markets"]. With my background in [specific skill related to the challenge], I am confident in my ability to drive high-impact results and foster a culture of excellence and compliance.

I would appreciate the opportunity to discuss how my leadership experience can contribute to the continued success of the HR department at [Company Name]. Thank you for your time and for considering my application through [Referral Name]'s recommendation.

Sincerely,

[Your Signature]
[Your Printed Name]