

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[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 recently advertised. With a proven track record in talent acquisition, innovative recruitment strategies, and data-driven workforce planning, I am excited about the opportunity to contribute to your organization's continued growth and success.

In my previous role as HR Manager at [Previous Company], I spearheaded the transformation of our recruitment process by implementing modern sourcing techniques, including employer branding campaigns, targeted talent pipelines, and strategic partnerships with industry networks. These initiatives resulted in a **35% reduction in time-to-fill** for key positions and a **20% increase in candidate quality scores**-measured through post-hire performance evaluations and retention rates.

One of my core achievements was redesigning the onboarding process, which not only accelerated new hire integration but also enhanced employee engagement from day one. As a result, first-year retention rates improved by **18%** over two years. My commitment to leveraging recruitment analytics enabled us to identify bottlenecks and optimize each stage of the hiring funnel, leading to more informed decisions and superior outcomes.

Additionally, I foster close collaboration with hiring managers to ensure workforce planning aligns with the organization's strategic objectives. My ability to interpret recruitment metrics, forecast hiring needs, and adjust sourcing methods has empowered my teams to address talent gaps efficiently while maintaining a positive candidate experience.

I am eager to bring my expertise in recruitment, workforce analysis, and HR best practices to [Company Name]. Thank you for considering my application. I look forward to the opportunity to discuss how my skills will add value to your team.

Sincerely,  
[Your Name]