Name of the Applicant  
Contact details  
Email address

Date

Dear Hiring Manager,

I am pleased to apply for the position of Human Resources Manager at (name of the company). I first came to know about the position through an advertisement in (name of the newspaper or magazine). The moment I saw the advertisement I knew I had to apply. I have always dreamed of working in a service-oriented company like yours. Your company (name of the company) is undoubtedly flourishing and growing. I recently read in (name of the business magazine) that you are thinking of expanding your business and therefore, are thinking of opening your branches in (name of the city) and (name of the city). I would like to congratulate you for your success.

Opening new branches means a long and tiring process of new recruitments. It is undoubtedly a very difficult task. Although it might seem to be just another routine task, but it requires splendid time management and organizational skills. Your company is therefore, looking for a dedicative and hardworking individual for the position of Human Resources Manager. I have a firm believe that I am the best candidate for the position of Human Resource Manager due to my experience, skills and education.

Speaking of my experience, I have a massive experience of (number of years) in the field of being a Human Resource Manager. I have worked at this position for (number of years) at (name of the company). (name of the company) is undoubtedly one of the leading companies of this time. It is also well known for keeping a very healthy and positive relationship with its employees. I am proud to state here that I as being the Human Resources Manager was responsible for maintaining this relationship of employees with the company. I had several duties to perform as a Human Resources Manager.

Some of these duties included creation of e-learning programs for the employees. These programs helped the employees in getting a better understanding of the culture, rules and regulations of the company. This especially helped the new recruits as they were mostly unaware of how the system in (name of the company) works. It was also reported by many fresh recruits that this program helped them in better socializing and adjusting in the environment of the company. Even the previous employees of the company were benefited from the program. As it assisted them in making better decisions in their wellness programs. The program also helped them in making better decisions related to insurance.

Moreover, I was also responsible for efficiently carrying out the new recruitments. My profound management and organizational skills helped me in carrying out this task. I like to have a keen eye for every little detail. I, in addition to helping in conducting interviews, also assisted in thorough examination of the submitted documents by the fresh recruits. I was responsible for locating and reporting any forging, if I may find, in any sort of document. I was the main connection between the employees and the company. I have a firm believe that if a company succeeds in satisfying the needs of its customers it would flourish. The reason is that when employees see that the company is taking care of all their needs and requirements they work harder for the company. This helps in generation of new and better revenues for the company.

As I first mentioned that I am not only skilled for this job but I also have an excellent educational background. I have done my graduate degree in (name of the subject) from (name of the university). I was the topper of my batch and therefore, I was granted a scholarship to complete my Post graduate degree from (name of the university) in (name of the subject). I passed my post graduate degree with a distinction in (name of the subject). After the completion of my degree I started my job at (name of the company). I worked in (name of the company) from (date/ year) to (date/ year) giving me an experience of (number of years) as a Human Resources Manager.

At the end of this cover letter, I would like to extend my gratitude to you for considering my application. It would be an honor for me to work in your company. I would love to share my past experience in this field with you. I look forward to meeting you and the current employees of the company. I am eager to know more about your company and the rules an employee has to follow. I am also interested in knowing more about the duties of a person at the position of Human Resources Manager in your company.

Your sincerely,

Name of the applicant