

JANE DOE
| +65 9123 4567 | janedoe@gmail.com |

Dear [Hiring Manager's Name],

[If you know the hiring manager's name, personalise your Cover Letter and address them directly. Some job ads, such as LinkedIn for example, often state the name of the person posting the ad.]

Application for the Position of HR Manager

It is with great enthusiasm that I submit my application for the position of **HR Manager** at XYZ company. Through my 14-year career, I've come to specialise in business partnering, organisational management and grievance handling, and have led a wide range of employee engagement projects. As a strategic-minded problem solver, I am highly familiar with organisational design and strategy, talent recruitment and selection, learning and development, and corporate social responsibility (CSR) programs. I've been able to leverage my experience to assess and anticipate an organisation's HR related needs, as well as align employees' performance and HR agenda with business objectives. As such, I am confident that I will continue to achieve better employee experiences for XYZ company. [Identify your best skills and focus areas that best fits the job requirements and include this in the overview of your experiences. Metrics help to establish context and scale for your work.]

- Presently, I am a **Senior HR Manager** with ABC Company, where I lead a team of 4 as the HR Business Partner for ABC's regional operations and headquarters. In my current capacity, I oversee the full spectrum of human resources function, such as learning and development, benefits and compensation, employee relations, talent acquisition, and corporate social responsibility. [Focus again on your key skills as required by the job ad. Highlight relevant working experiences and that are directly relevant to the target job role.] Amongst my various achievements during my career, I am most proud of **establishing ABC's regional CSR departments, overseeing an annual budget of SG\$1.5M, and impacting millions of underprivileged**. [Highlight your best achievements and include metrics where possible! For more senior HR Manager roles, showcase your ability to lead strategic HR initiatives that deliver impact on employees and within the organisation]

My background in human resource management, coupled with my practical experience in championing staff confidence development, will allow me to contribute effectively to XYZ company's continued growth and performance, particularly by designing new human resource strategies that will allow the firm to thrive amidst the rapidly changing business climate we are facing today. [Focus again on your key skills as required by the job ad. Highlight relevant working experiences and that are directly relevant to the target job role.]

I am thrilled at the possibility of being part of such a renowned firm, and would love the opportunity to meet with you and discuss the value that I can bring to XYZ company. I appreciate your time and consideration, and I look forward to hearing from you. Please feel free to contact me at any time via mobile at +65 1234 5678 or by email at janedoe@gmail.com. [End off your Cover Letter with a call-to-action - show your enthusiasm in meeting your potential employer, and provide them ways you can be contacted.]

Yours sincerely,
Jane Doe