

Career Change HR Cover Letter

Subject: Application for Human Resources Manager Position

Dear Hiring Manager,

I am writing to express my strong interest in the Human Resources Manager position at your organization. With eight years of experience in operations management and a recent certification in Human Resources Management, I am eager to transition my leadership and people management skills into a dedicated HR role.

Throughout my career in operations, I have been deeply involved in team building, conflict resolution, performance management, and employee development—core competencies that translate directly to human resources. I successfully managed teams of up to 30 employees, implemented training programs that reduced turnover by 25%, and fostered a culture of open communication and continuous improvement.

My decision to pursue HR stems from my genuine passion for developing talent and creating positive workplace environments. I have completed my SHRM-CP certification and have been actively involved in cross-functional HR initiatives, including recruitment, onboarding, and policy development.

I am confident that my unique blend of operational expertise and HR knowledge will bring fresh perspectives to your team. I would welcome the opportunity to discuss how my transferable skills can contribute to your organization's success.

Thank you for considering my application.

Sincerely,

[Your Name]

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