

ANGELA JOBSEEKER

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June 25, 2007

Hiring Agent Name, Title
Company Name
Address
City, State Zip

Dear Hiring Manager:

I am writing in response to the position of **Human Resources Manager**, advertised as being open with your company at this time. I am a talented Human Resources management professional, with skills and experience in personnel direction, process development, recruiting, training, benefits, and management of multiple internal and external programs. My education and extensive background, along with my management abilities, have allowed me to dramatically improve human resource departments and functions throughout my career. Now I am interested in bringing my more than six years of HR management experience and abilities to work for your company.

My ability to work as a team player, meet deadlines and go the extra mile, together with my penchant for detail, have contributed to my successes in my chosen career. I have performed a wide variety of activities, including recruiting, hiring, and training of personnel, program development, compliance management, and creation of handbooks and manuals. My background includes experience in policy development, workers compensation and unemployment issues, and safety training. I possess extensive familiarity with EEO, FMLA, ADA, ADEA, and other programs, and am experienced in conducting audits and training in these and other areas.

An effective organizer and planner with a history of meeting all assigned goals, I am able to interact well with staff members at all levels, as well as with candidates and recruits. What I would bring to any position includes effective communications skills - written as well as oral - leadership and team-building ability, and a proven commitment to first-rate service and satisfaction.

The accompanying résumé can give you an idea of my potential for making a worthwhile contribution to your company. I believe it may be mutually beneficial for us to meet. I will call your office next week to inquire about the possibility of such a meeting.

Thank you for your time and consideration.

Sincerely yours,

Angela Jobseeker