

John Smith

Human Resource Manager
678 Location Rd.,
San Antonio, TX 78206
john.smith@youremail.com
(1654) 739-9183

February 9, 2024

Julie Jefferson
Senior Hiring Officer
The People Company
(346) 024-7536
j.jefferson@tpc.com

Dear Ms. Jefferson,

In my current position, I implemented a new employee retention plan, which resulted in a 50% reduction in the total employee turnover rate within the company. The retention plan included an employee wellness program, additional staff benefits and an internal promotions program. I believe this is a great example of my success and demonstrates that I could be a great asset to The People Company's team.

With 12 years of experience in Human Resources and a degree in Human Resource Management, I was drawn to The People Company because of the firm's impressive employee retention rate and reputation for high-performing staff.

If I were to secure a role at The People Company, I assure you I will bring an even greater rate of success to the team. My previous accomplishments include:

- Improved employee satisfaction by 28% via an incentive program.
- Increased the speed of paperwork processing time by 30% in one year.
- Established new application requirements to increase the quality of interviewees.

I would like to set up an interview to discuss further my capabilities, work experience and the benefits I can bring to The People Company team.

Sincerely,

(Insert Signature Here)

John Smith