

OLIVIA JONES

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DAMON SMITH

Hiring Manager
XYZ Corporation
(987) 654-3210
D.Smith@XYZcorp.com

Dear Mr. Smith,

At ABC Company, I trained a 50-member management team on interviewing techniques, teaching best practices through coaching sessions and group workshops, resulting in successful hiring decisions. I combined my organizational skills with excellent interpersonal abilities to become an employee leader in my company. I look forward to bringing that same work ethic to XYZ Corporation as a Human Resources Generalist.

With my two years of experience as a Human Resources Assistant, I have grown and developed my HR knowledge and abilities. I believe the position of Human Resources Generalist at XYZ Corporation will help further my growth in human resources.

Some of my previous successes include:

- Identifying and implementing payroll software that cut company costs by \$5,000 per month.
- Coordinating a health fair to launch a new employee wellness program and raise awareness regarding employee health.
- Assisted at revising new-hire orientation to include a warm welcome and provide critical company resources for onboarding employees.

I'd love to speak more with you about my previous successes and how I can make a positive contribution to your company. Please feel free to contact me with a meeting time that works well for you.

Best regards,

(Insert Signature Here)

OLIVIA JONES

P.S. I'd also like to tell you how I effectively resolved conflicts between employees and insurance carriers.