

# KATE MILLER

Human Resource Officer  
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## SALLY PETERS

Senior Hiring Manager  
The Big Company  
(934) 304-8264  
Sally.Peters@BigComp.com

Dear Ms. Sally Peters,

I am a Human Resource Management graduate with seven years of experience at The Medium Company. During my time at The Medium Company, I implemented a highly successful incentive program, which resulted in a 28% improvement in employee satisfaction. I believe this is a great example of my initiative and the benefits I could bring to The Big Company team.

The key factor that attracted me to the human resource officer role at The Big Company is the firm's approach to employee well-being, which aims to improve staff retention. I could thrive in such a dedicated and high-performing environment.

If offered a role at The Big Company, I will help take your team's success rate to even greater heights. My previous accomplishments within the sector include:

- 45% reduction in company turnover rate as a result of the introduction of employee wellness and incentive programs.
- 30% speed increase in applicant processing time.

I look forward to discussing further how my unique skills and dedication to HR can help your team, and I am available for an interview at your convenience.

Sincerely,

(Insert Signature Here)

KATE MILLER