

Anthony Gentile

HR Manager
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Caleb Morris

Senior Hiring Manager
Cigna Health
(987) 654-3210
calebmorris@cignahealth.com

Dear Mr. Morris,

As an HR manager at Delta Dental, I oversaw human resources functions for over 500+ personnel. I led strategic initiatives to shape the organization's work culture and drive employee engagement, which improved staff retention by over 30%. I am confident that my strong background in HR administration and employee relations will allow me to provide valuable contributions to your team as the new human resources manager.

Cigna Health's reputation for delivering affordable, accessible healthcare to patients is what draws me to apply for this position. I believe that I can help your organization to improve HR functions and employee engagement based on the following achievements from my career:

- Oversaw all HR functions for 500+ staff, led the response to labor and compensation issues, conducted recruitment initiatives, managed employee onboarding activities
- Developed strategy to improve employee relations, established the employee resource group, and planned events to drive employee engagement, which improved retention by 30%
- Managed the administration and dispersal of over \$5M in annual payroll, benefits, and compensation and served as the point of contact for employee issues

I hope to speak with you further regarding how my HR management experience can help Cigna Health improve recruiting efforts and enhance employee engagement. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

(Insert Signature Here)

Anthony Gentile