

Eastward **John Smith**

Covington, GA 30014 | (678)555-5555

Myemailaddress@google.com in/John Smith

Contact Name

Title

Company Name

Address City, State Zip Code

[Date]

Dear Mr./Ms. Doe,

I was excited to see your job listing for the Human Resources position at Eastward Strategies on Indeed.com. As a dynamic HR specialist with over three years of professional experience executing background checks on new hires, yearly background check on current employees, analyzing employee performance data, and updating employee information on our HRIS system, I'm confident that I would be a valuable asset to the team at Eastward.

Your job listing mentions a need for someone who is experienced in human resources, finding the best candidates and employee development, are all areas in which I have extensive experience. I'm currently employed at Grady Memorial Hospital, where I've honed my skills by researching and recommending potential candidates who will be positive contributor to the hospital's culture. While employed here, I've recommended candidates who have successfully integrated with the hospital's culture and contributed to a 13% improvement in productivity over the course of six months, contributing substantially to the department's annual goals.

I'm confident that my proven track record of excellent work ethic, unparalleled attention to detail, and accurate analysis of potential candidates will make me an immediate asset at Eastward Strategies and allow me to contribute to the team's success.

I look forward to discussing the Human Resources position and my qualifications with you in more detail. I'm available to talk at your convenience. I'll be in touch next week to follow up and to make sure you've received my application.

Thank you so much for your time and consideration.

Sincerely,

[Your Name]