

Sample Human Resource Cover Letter

Dear Hiring Manager,

Please accept this letter and attached resume for your consideration. I am highly interested in the Human Resources position that is advertised on Craigslist. A combination of factors including; a variety of managerial and administrative titles held in the past, extensive customer service experience and an innate sense of adapting to an independent or team oriented environment, leads me to believe that I would be a prime candidate for the position being offered.

The positions that compose my employment history and formal education have exposed me to many key facets of running and working in a healthy, prospering business environment. In return it has made me knowledgeable in areas, but not limited too, retention, hiring, performance management, operations, employee relations, quality customer service and management. Prime examples of titles held at The Lakewood Home Depot would validate the previous mentioned.

I am a conscientious employee, with an ability to communicate with both my co-workers and customers professionally, efficiently and with a great team oriented attitude. Thus, I will prove to be an asset to your company. I can assure you that my work experience will help me achieve all goals expected of me.

If you would like more information or would like to schedule an interview, please contact me at (. I can also be reached via E-mail at @.com. Thank you for you time and consideration.

Sincerely,