Your Name

HR Executive

—

Your Name
123 Your Street
Your City, ST 12345
123.456.7890
no_reply@example.com

LinkedIn
linkedin.com/adam-windsor

4 SEPTEMBER 20XX

Whitney Markey,
Hiring Manager,
Midwest HR LLC,
Fresno,
CA, 76102.

RG: Application for the position of HR Executive

Dear Whitney,

I would like to apply for the position of human resource executive at Midwest HR, LLC and I am writing this letter to show my sincere interest to join your company immediately. With my 5+ years of management experience, necessary skills and qualifications, I am sure that I will be a great choice for you to appoint me as an HR executive in your organization.

In my previous employment, I was able to make employees feel comfortable and motivated them to work hard which resulted in increasing the efficiency of employees by 15%. As an individual, I have the most required skills for an HR executive not only strong analytical skills, problem-solving skills and decision-making skills, but also empathy. I am a college graduate with a Bachelor's Degree in business administration which made me think I am a great and qualified candidate for the position. And also I am highly skilled in ERP payroll software and HR management systems such as Bitrix24, Conrep and BizMerlin.

I guarantee myself as a diligent and focused individual with attention-to-detail and strong verbal and written communication skills. If I get this opportunity it will be a milestone in my life to work in a well-renowned company like yours, which was once a dream of mine. If you feel like I am the one who you are looking for, please feel free to contact me at any time in the day at 556-97-1234 via phone or at patrickblanton@example.com via email.

In the end, I would like to thank you for the time and consideration, and I hope to meet you to explain in detail what I have to offer more for your company's success.

Sincerely,

Your Name