

COVER LETTER SAMPLE
HUMAN RESOURCES

March 3, 2010

Ms. Jane Smith
Human Resources Manager
ABC Company
123 Ontario Street
St. Catharines, Ontario
L2V 3T9

Dear Ms. Smith,

I am interested in applying for the full time position of Human Resource Assistant (reference number 01297) as advertised online with Brock University's Business Career Development Office. I am currently in my last year at Brock University where I am pursuing a degree in Business Administration (Honours) with a concentration in Human Resource Management.

Through my academic studies, I have acquired knowledge in many areas of human resources. This coursework has introduced me to a variety of HR and organizational behaviour concepts and issues. For example, in a fourth year training and development course, I worked as part of a team to assess the training needs of a local organization and make recommendations on how to improve current practices. As a result, the organization implemented some of the recommendations and has seen an improvement in the performance of new hires. I also possess strong verbal and written communication skills which I apply in my role as Vice President of Recruiting and Member Communication for the Brock Marketing Association (BMA). In this role, I coordinate the development and execution of effective recruiting tactics that target Faculty of Business students through email communication, poster-creation, and classroom presentations. As a result, the BMA has experienced an annual increase in membership enrolment.

I thrive in a fast-paced environment and I feel that my determination to succeed aligns well with the organization's mission to be an innovative market leader. In this role I would apply my current HR knowledge while having the opportunity to develop and learn new skills.

Thank you for your time and consideration. I would welcome an opportunity to discuss this role in more details at a time that is convenient to you. Please feel free to contact me at 905-388-3604 or at sally.sample@gmail.com.

Sincerely,



Sally Sample

