

Sample Cover Letter

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August 21, 2011

Hiring Manager
ABC Corporation
Denver, CO 80021

Dear Hiring Manager:

I am pleased to submit my resume for your Human Resources Assistant position. Having just graduated from the Leeds School of Business at CU Boulder, in May 2011, with a degree in Business Administration and an emphasis in Human Resources Management, I feel I possess the skills and qualifications you require. In a large, busy firm like ABC Corporation, it's imperative to have a strong HR staff in place. I'm impressed with the fact you have over 800 employees and very little employee turnover and I'm looking forward to assisting your staff with such efforts as retention, compensation plans, benefits and employee morale. Human Resources is an area that I've always known I would excel in, as I truly care about others, enjoy researching and finding solutions to discrepancies and problems, and enjoy an ever changing work environment.

To be a successful, respected Human Resources employee, empathy and compassion are paramount. As you can see by my resume, I have volunteered extensively with underprivileged families. This has taught me patience, perspective and provided a sense of self-satisfaction that was instrumental in propelling me into the field of Human Resources. Additionally, my position at the Boulderado Country Club exposed me to a demanding high-end clientele. These experiences would allow me to be comfortable assisting everyone from the CEO to a new file clerk at ABC Corporation with their HR needs. Strong communication and interpersonal skills are also necessary to assist employees. I have often been described as very outgoing and extroverted by my past managers and feel that I am a very positive person. I have held numerous customer service positions and enjoy working with and talking with others. I would represent your department professionally and positively and reflect the image you require.

Lastly, your job description states that you need someone who has worked extensively with HRLink, has experience processing payroll and administering benefits. In my internship last summer, I worked with HRLink daily and am very comfortable with it. Although I was not responsible for payroll or benefits directly, I have been exposed to the process and am confident I could learn it quickly. In my Human Resources Management class I completed a semester long project analyzing different benefit options for a large manufacturing company and ultimately making recommendations to management. My coursework has more than prepared me for this type of position and I'm excited to use what I have learned.

Thank you for considering me for an interview. I feel my experience and education make me an ideal candidate. I am well aware of the job requirements and rigors of the position and welcome the opportunity to speak more about it. I will follow up with you in a week if I do not hear from you. Please feel free to contact me via phone or email.

Sincerely,

Andrew Zwishmish

NOTE: This letter is intentionally longer than most cover letters in order to demonstrate different ways to sell yourself.