**Suzanne Ellis**

**🖂 Street Address, New York, NY 55900 🕿 (246) 357-4680 🖂** **[Email Address]**

**Today’s date**

Ms. Bertha Henderson, Human Resources Director

Company name

Address, City, State, zip

**Re: Human Resources Assistant Job Posting**

Dear Ms. Henderson,

I came across the job posting of your company for a human resources assistant, and after reading the job requirements I am attaching my resume for you to see how my abilities and experience fit the prerequisites set forth in the ad.

I have been working for 16 years in the HR field and would like you use my versatility and interpersonal skills to contribute to the efficient functioning of your firm.

As you see from my resume, my key functions at my present position are:

* Assisting in the resolution of employee issues
* Helping recruit new staff and provide orientation to them.
* Maintaining employee documentation.

When we organize luncheons for staff and company excursions, I coordinate all food and travel arrangements, as well as researching prices for souvenirs and office gifts, ordering them, and presenting them.

I am very discreet and maintain confidentiality of all employees, including salaries and yearly evaluations.

I would like to meet with you personally to expand on my experience and answer any questions you may have.

You can contact me easily at 246-357-4680, or send me an email at [Email Address] if you prefer.

Cordially yours,

**Suzanne Ellis**

**Enclosure: Resume**