**Rover Hunt**

**[Street Address] New York, NY 55900 ⬩ Phone: 999-888-7777 ⬩ [Email Address]**

**Today’s date**

Mr. Jacob Katz

CAT Educational Materials

Street Address, City, State, Zip

**Re: Human Resources Generalist Position**

Dear Mr. Katz,

Regarding your job posting for a Human Resources Generalist for your company, I am attaching my resume.

As stated in it, I have 13 years of experience working for a company similar to your own and would be happy to utilize my knowledge, ideas, and experience for the benefit of your employees and management.

In my current job, my monthly responsibilities include all of the following and more:

* Assisting in the hiring of potential employees
* Helping to orient and train new employees and integrate them quickly into the existing workforce
* Acting as a liaison between employees and management to resolve most issues
* Assisting in payroll processes, evaluations, and promotions

I’m diplomatic, discreet, and organized, and succeed in helping the company function smoothly in regard to the human resources of the firm.

I would be honored to meet with you at your convenience to discuss the position further.

I can be reached at 999-888-7777 or at [your email address] to set up a time.

Sincerely yours,

Rover Hunt