**![MC900196202[1]]()Deana Brown**

[Street Address] New York, NY 55900, H: 333-555-7777, [Email Address]

**Today’s date**

Mrs. S. Schiff

XYZ Company, Inc.

Street Address, City, State, Zip

**Re: Human Resources Manager**

Dear Mrs. Schiff,

I was excited to read of the job opening in your company for human resources manager and would like to put my 13 successful years of experience at your disposal.

As you can see by perusing my attached resume, I have a Masters in Human Resource Management, and have learned even more from my years in the workplace.

My responsibilities at my current position include:

* Conducting interviews for applicants of management positions and forwarding my recommendations
* Developing human resources programs which increase morale and communication between the various levels of the company
* Tactfully managing salary negotiations, evaluations, and promotions

In addition, I helped develop company procedures, training programs for new and existing employees, and modify organizational policies according to need.

I would be most interested in meeting with you to discuss the position further. You can reach me at 333-555-7777, or at [your email address].

Looking forward!

Deana Brown