

SUSAN ARTHUR, MLRHR

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Date

Hiring Manager

Title

Company Name

Street Address

City, State Zip

Dear **Hiring Manager**:

With my Masters Degree in Labor Relations and Human Resources and my belief that a Human Resources department should function as a Strategic Business Partner, I feel I can offer your firm a distinct competitive advantage in the position of **_____**.

As my enclosed Résumé indicates, my background includes significant experience in:

- Recruitment
- Training and Development
- Compensation and Benefits
- Employee Relations

In addition I can offer:

- Strategic Planning Skills
- Proven Facilitation Skills
- Strong Presentation & Communication Skills
- Excellent Organizational Skills

In an effort to discuss this matter further, I will be calling your office within the next few days to see if we might set up a time to meet. Thank you for your attention.

Sincerely,

Susan Arthur, MLRHR

Encls.