

KATHLEEN BEST

33 Wells Road ♦ Hillsdale, NJ 88888
(333) 333-3333 Home ♦ (444) 444-4444 Cell ♦ kbest@att.net

October 3, 2006

Hiring Agent, Title
Company Name
Address

Dear Hiring Manager:

Your posting for a Human Resources Director caught my attention as it seems an ideal match for my career goals and interests. As a knowledgeable human resources professional with a broad generalist background, I believe I offer expertise that would be of benefit to your company. With a proven record in developing and implementing best practices, along with a flair for creating work environments that attract and hold top-notch talent, I would like to explore the possibility of putting my skills and experience to work for you.

As you can see from my enclosed résumé, I am someone who gains satisfaction from bringing about improvements in the workplace. With a genuine integrity that is readily recognized, I have established a reputation as an employee advocate who can be trusted and relied on to champion the needs of the employee while serving the best interests of the company. Among my accomplishments, I have:

- Introduced outstanding benefits and compensation programs that support organizational goals.
- Successfully recruited high-caliber candidates for positions at all levels in the organization.
- Improved staff performance through the implementation of a full-range of training and development programs.
- Initiated performance-driven management processes for all levels of staff.

With strengths in recruiting and retention, training and development, and benefits and compensation, my career success is defined by an innate enthusiasm for seizing challenges and driving projects. Dedicated and accessible, I am adept at building the commitment necessary to make programs successful. A respected leader, I pride myself on excellent communications skills and the ability to reach employees. In the past, I have proven to be a productive and valued company resource. With a record of success behind me, I am confident that I will be an asset to you as well.

I would be pleased to have the opportunity to discuss your needs and how I might be able to meet them. Please feel free to contact me at the address and phone number listed above. I look forward to speaking with you soon.

Thank you for your consideration.

Sincerely,

Kathleen Best
