**Your Name**

142 Facebook Blvd.

Raleigh, NC, 94301 United States

(423)135-4624

Your.Name@gmail.com



March 21, 2017

Hiring Manager’s Name

341 Company Address

Raleigh, NC, 94301

(xxx)xxx-xxxx

hiring.manager@gmail.com

Dear [Hiring Manager’s Name],

My name is Beatrice Gable, and I am a Human Resources Specialist skilled in all aspects of HR with special training in recruiting and staffing and company compliance. [Target Company’s] HR Manager opening was brought to my attention through a colleague, and I believe I am a suitable candidate for the position.

In my 5 years of HR experience, I have worked with prestigious companies like Accenture and American Express, both large corporate entities that demand high levels of expertise and knowledge of the industry to succeed. To underscore my accomplishments and value to these companies, I have included three examples of my work experience from my resume:

* Served as Personnel Chief for all HR processes, including on-boarding and off-boarding, personnel transfers, correspondence, and directives for 150+ employee branch.
* Saved branch 17% annually by implementing cost containment measures related to benefits, compensation, and overhead.
* Assisted in reallocating resources by incorporating an algorithmic approach that reduced labor costs by 25% in 2016.

[Target Company’s] recent undertaking of overhauling compensation packages for immigrant workers so that it allows them reasonable vacation time and healthcare benefits is a wise strategy that will make [Target Company] more competitive in this year’s job market. I hope to contribute to such initiatives should I take the position as HR Manager.

The prospect of working with [Target Company] thrills me, and I would like to schedule a time to interview as soon as possible. Please contact me at [Phone] or via Email at [Email] so we can arrange a suitable time. Thank you for your time and consideration; I look forward to hearing from you.

Sincerely,

Beatrice Gable

**[SOUS CHEF COVER LETTER]**