

January 30, 2019

To Whom It May Concern:

Your job posting for a HR Coordinator caught my attention because your key requirements for the position are strengths that I possess. My current role shares similar challenges to those you describe for your company.

My experience in Human Resources has allowed me to grow and develop both professionally in my HR knowledge and experience. I look forward to another HR position to continue my growth in the field. Your position appears to allow this growth. I am used to a fast-paced environment and quick to respond to issues and inquiries. I exhibit strong attention to detail; I am responsible, accountable, reliable, and take ownership of any area or project that my manager and/or the business requests of me.

My resume details the experience that I have highlighted in this letter. I am excited for new opportunities and to expand my knowledge in the HR field. Your position appears to provide this potential.

Your advertised position also appears to fit my experience, accomplishments, and education. I am currently working my B.A. in Social Sciences/Humanities at Rowan University, and will graduate May 14, 2019.

Based on my skills and your job description, I believe my background is a perfect fit for your position, and I would appreciate the opportunity to discuss my experience with you in further detail. I can be reached at the telephone number and email listed below.

Best regards,

Traci Coyle  
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