

Brittany Lee Kiessling  
3884 Alberta Terrace  
Philadelphia, PA 19154

Dear Hiring Manager,

I am writing today in regards to the Human Resources Specialist posting on your company website. I am seeking to obtain a position in a company that will enable me to use my strong organizational skills, educational background, and my ability to work well with people.

I am excited about the opportunity to work for your organization. I hope that you find my background to be of enough interest to interview me further regarding this position. Please find attached my resume outlining my experiences and qualifications, which I believe are relevant to this position. My salary requirement is negotiable based upon the job responsibilities and the total compensation package.

I would welcome the opportunity to discuss my application with you in more detail and look forward to hearing from you.

Thank you for your time and consideration,

Brittany Kiessling