

Quiana T. Griffin

2011 Ridings Drive, Williamstown, NJ | 267-600-4689 | Quiana.griffin@ymail.com

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Hiring Manager

Dear Hiring Manager:

Thank you for the opportunity to apply for the Human Resources Generalist role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform the above expectations.

I am a detail-oriented professional who has been consistently praised for being a very hard working and focused individual by my co-workers and management. Over the course of my 1-year career, I've developed a skill set directly relevant to the Human Resources Generalist role you are hiring for, including managing open enrollment, tracking time off, yearly employee performance reviews and a host of other HR responsibilities. Overall, I have consistently demonstrated leadership and organizational abilities in every aspect of my HR Specialist role at Automated Financial Systems, and invite you to review my detailed achievements in the attached resume. My salary requirements are \$51,000-\$60,000 per year.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (267) 600-4689 or via email at quiana.griffin@ymail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Quiana T. Griffin