

NAME

Address, City, State ZIP · Phone Number · Email Address

Date

Name (if known)

Title (if known)

Company Name

Address

City, State ZIP

Dear _____,

Please accept this cover letter and resume as my application for your HR Coordinator position that is currently posted on your company website. As a recent business graduate of Roosevelt University who majored in human resource management, I am now looking to apply the skills I have gained throughout my education to an innovative company such as your own as I start my career.

At the part-time retail position I previously held, I had the opportunity to shadow my manager. I learned that the interviewing, hiring, and employee relations aspects of her position were of the most interest to me, which prompted me to major in human resource management. During my time at Roosevelt, I was able to complete a semester long HR internship at *abc company* where I was exposed to various areas of HR, including talent acquisition and compensation and benefits. I was also assigned to assist with organizing materials needed for new hire orientation and drafting HR communication to be sent to other employees of the company.

My internship solidified my interest in working in human resources, as HR is central to working with all departments in an organization, helping to solve problems and address issues at both the employee and company levels. I am confident that the coursework I completed in areas such as business policy, organizational development, and workforce management, combined with my experience, have well prepared me for your HR Coordinator position.

Thank you for taking the time to review my resume. I appreciate your consideration and would like to express my interest interviewing to further discuss the position as well as my qualifications. Please do not hesitate to contact me with any questions you may have. I look forward to hearing from you.

Sincerely,

Student Name