

Good Afternoon,

I am extremely excited about this rewarding career opportunity with your company. I've completed my educational goals and have excellent related work experience, all of which give me a great recommendation. I'm seeking a long term career with a company who values their staff and where my passion, abilities, organization, and leadership qualities can be utilized; and I can continue to grow professionally and personally.

I have years of experience and I'd be a wonderful asset for your team. My previous work background involves Managing Staff, Human Resources, A/P, Safety/Risk Management, and Finances. Some highlights include: creating employee handbooks to reduce liability and maintain consistency, saving the employer money by making their systems/programs more efficient and detail oriented to catch possible errors, accurately handling many financial accounts, developing policies and procedures, handling employee relations, benefit coordination, branding, and always supporting the company's values and goals. I have obtained my B.A. and continued my passion to learn with a post graduate SHRM certification program. I'm scheduled to take the SPHR exam in January. In addition, I've also obtained my OSHA 10 and attended a variety of safety and management training seminars. I have years of supervisory experience and have gained analytical skills, as well as crafted my ability to speak publicly, all of which assist with communicating and effectively writing. I am advanced with multi-tasking and am always ready for a challenge! Overall, my experience and education have allowed me to be a top leader for any company.

I'm eager to start a full time position as soon as possible. I'm extremely motivated and love working in a fast paced environment. I take pride in all my work and strongly believe in always maintaining a positive and professional attitude, with a smile. I adapt to new environments quickly am ready to bring a fresh perspective to your company. If you are seeking a leader you can count on who will surpass your expectations-look no longer! I have attached my resume, as well as have letters of reference upon request. I look forward to hearing from you soon and discussing this fantastic career opportunity further.

Respectfully,  
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