

Name  
Address  
Address  
(256) 123-1245

August 1, 2014

Hiring Manager's Name  
Company Name  
Address  
Address

Dear \_\_\_\_\_:

I am writing to you to apply for the Human Resources Generalist position that was advertised on Intergraph's website. My experience working for Trident Technologies in the Human Resources office for the past 4 ½ years makes me a strong candidate for the position.

I currently work as the Human Resources Assistant; my job responsibilities include: recruitment, processing new hire and termination paperwork, I-9 verification, benefits and salary. I also manage the office calendar, order and maintain office supplies, and coordinate meetings and events.

I am particularly interested in working for Intergraph because of your quality service to the men and women serving our country. I know that Intergraph is a very team oriented company and I am confident that my organizational skills, communication skills and energy will be an asset.

I have enclosed my resume for your review and would like to meet with you at your earliest convenience to discuss my credentials in more detail. I look forward to hearing from you. I can be reached either by phone (256) 123-1245 or by email your.name@athens.edu

Sincerely,

Your Name