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FEBRUARY 5, 2023

Ms. Alecia Johnson
Human Resources Director
Westbrook Company
555 Reaton Drive
Houston, TX 12345

Dear Ms. Johnson:

Please accept this letter as application for the open position of Human Resources Generalist at Westbrook Company. I admire Westbrook's reputation as an outstanding employer and a leader in developing and distributing alternative energy sources in Texas. I am excited about this position because it offers the opportunity to have a positive impact on multiple functions across the Human Resources department. My graduate coursework in Human Resource Management, two years of experience as an HR Specialist, and commitment to aligning human resource planning and operations with company goals make me an excellent candidate for this position.

In my current position as an HR Specialist at Clayton Home Improvement, I successfully manage the recruitment and onboarding process for up to 70 open entry-level and management positions a year. By collaborating with department managers on a project to enhance job descriptions, I was able to attract more qualified candidates, reduce the time-to-hire, and improve the six-month employee retention rate. Recently, I led an initiative to expand marketing channels resulting in a more diverse applicant pool of qualified candidates. This position has allowed me to gain experience using ATS and HRIS systems and develop the skills to run and analyze reports. My colleagues recognize me as an advocate for continuous improvement, making data-informed decisions, and fostering a welcoming and inclusive workplace environment. In my previous position as a manager for Farley's Sporting Goods, I was acknowledged by corporate leadership for my innovation, communication, and leadership skills.

As a Master of Science in Human Resource Management graduate student, I completed courses on HR Analytics; Benefits, Compensation, and Resource Allocation; and Conflict Management and Negotiation. During these courses, I studied best practices and current research in the field of HR. I am looking forward to using the knowledge and skills I gained in my courses as an HR Generalist.

I would greatly appreciate an opportunity to discuss how I can contribute to the success of Westbrook Company and learn more about the position. I can be reached at 346-111-1111 or desberk765@gmail.com.

Sincerely,

Enclosure (1)