

December 3rd, 2020

The City of Coconut Creek
Hiring Manager
Human Resources Department

To whom it may concern,

I am writing regarding the possibility of employment as an Human Resources Generalist with The City of Coconut Creek in Coconut Creek, Fl.

I am so excited to be applying for this position as I feel my qualifications are in line to meet the needs of your organization. Specifically, in my position as a Senior Ability Analyst with The Hartford, I excelled quickly due to my exceptional organizational and communication skills. I was highly regarded by my immediate supervisors, especially for my flexibility and how quickly I adapted to change. Additionally, I was always able to meet my deadlines through superb time management skills and ability to work under pressure.

I am confident that I am the best candidate for this position as I can quickly and efficiently perform the duties of this role. I take pride in creating an inviting, team driven work environment and hope to be able to showcase these qualities within your organization.

The enclosed resume will give you additional background information. I would appreciate the opportunity to meet with you to further discuss my qualifications and career opportunities. Thank you for your consideration.

Sincerely,

Michelle Menard
12138 Magazine Street, Apt 1202
Orlando FL, 32828
(407)-369-3966
MichelleEMenard@gmail.com