

Sample Cover Letter for Entry Level Positions: E-mailed Application

Subject Line of E-mail: **Strong Candidate for Human Resources Associate**

Dear Mr. Gonzalez:

I am writing in response to the Human Resources Associate position posted on your website. I believe I would be a strong fit with your organization and an asset as you continue to grow your staff.

My background is largely in retail and customer service, and I have acquired several transferable skills that would enable me to be an effective Human Resources Associate:

- In my present position as an Assistant Manager at a bookstore, I have **supervised** the activities of a team of employees, regularly **trained** new recruits, and have provided consistent and excellent **customer service**.
- I have also coordinated **employee schedules**, handled **employee disputes** in a professional manner, and completed and filed necessary **hiring paperwork** in a timely manner.
- In addition, I am **bilingual (Spanish/English)** and completed a **Bachelor of Arts** degree from Northeastern Illinois University in Human Resource Development.
 - My education included coursework in such subjects as Principles and Practices in Human Resource Development, Instructional Techniques and Technology and Dynamics of Working in Groups and Individuals.

On a personal level, I am innovative, creative, work well both alone and in teams, and am comfortable in a leadership position. Enclosed you will find my resume for your review. I look forward to hearing about the next steps in the hiring process.

Sincerely,

Samuel Morales
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