Janna Gardner

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## 4 April 20XX

Hiring Manager  
Caneiro Group  
89 Pacific Ave  
San Francisco, CA 65432

# Dear Morgan Conners,

I’m excited to apply for the Human Resources Generalist role at Caneiro Group. With more than six years of HR experience, I’ve developed a passion for improving employee experiences and optimizing recruitment processes. At Lamna Healthcare Company, I successfully led efforts to boost employee retention by over 10% and reduced recruitment costs by 14% through the development of a dedicated recruitment website.

I enjoy working in fast-paced environments where I can contribute to both people-focused initiatives and business-driven outcomes. My strong communication and problem-solving skills, along with my experience in compliance and recruitment, would make me a great fit for your team. I’m particularly drawn to Caneiro Group because of its focus on sustainable practices.

I would love to discuss how my HR background aligns with your company’s goals. Thank you for considering my application, and I look forward to the opportunity to connect further.

Best regards,  
Janna Gardner