

Wesley Hedrick

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Attn: Hiring Executive
ZF Group
2864 N Old Laurens Rd.
Gray Court, SC 29645

Dear Hiring Executive:

I am interested in exploring employment opportunities with your organization. The specific position I am applying for is: HR Specialist II - HRIS. The accompanying resume will provide you with details as to my experience, education, skills, and abilities.

As you will note in my resume, my HR career has combined HR expertise with extremely strong technical skill that, I believe, could make me a great fit for the HR Specialist II role. In addition, I am highly proficient at communication and training. Bringing clarity to confusing procedures or features of an HRIS is something that brings me great satisfaction.

My educational background and certifications include the following: **Master of Arts; Bachelor of Arts; SHRM-CP.**

I am confident that my unique combination of experience, education, accomplishments, and personal strengths would make me a valuable asset to your organization.

At your convenience, I would appreciate the opportunity to meet with a representative to review my qualifications and discuss my ability to assist your organization in meeting its goals and objectives.

Thank you very much for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Wesley Hedrick