**Ted Hecker**

123 Main Street, San Francisco, CA 94122

Home : 415-555-0000 Cell: 415-555-0000

email@example.com

Dear Ms. Frost,

I am writing to apply for the HR Trainee position with Nexus Corporation. I recently graduated with an associate’s degree in Human Resource management and am eager to put my newly learned skills into practice. In my college studies I took part in an internship with the Human Resources Department at Morningside Industries where I assisted HR personnel in conducting background checks on potential employees scheduling interviews and maintaining staff files.

I have strong organizational skills with great attention to detail. In addition I am friendly and outgoing. I have been commended for my ability to make people feel comfortable which is definitely an asset in the Human Resources field. I would love the opportunity to join the Human Resources staff at Nexus Corporation as an HR Trainee so that I could contribute my knowledge skills and personal attributes.

I am confident that you will find me to be a qualified candidate for your HR Trainee position. Please do not hesitate to reach out by phone or email to set up an in-person interview. I look forward to meeting with you and thank you for your consideration.

Sincerely,

Ted Hecker