

Your Name
Your Address
City, State Zip
Phone Contact
Emailaddress@provider.com

Date

Name of Addressee, Title
Company
Street/Mailing Address
City, State Zip

Dear Mr./Mrs./Ms.,

Your recent advertisement in the local newspaper for a Human Resource Director at ABC, Inc., is of interest to me since I have an extensive list of accomplishments in Human Resources. My position at XYZ was recently eliminated due to the proposed merger with FGH of Canada and I am now beginning my job search.

I excel in several areas of HR, most notably recruiting and comp/benefits, two areas that have been my responsibility for the past six years at XYZ.

As my position ends in two weeks, I am available to meet with you at any time to discuss how my talents and skill sets will fit into the HR structure at your firm.

Thank you for your consideration and I look forward to meeting with you.

Sincerely,