

Human Resources Management - Sample Cover Letter

Prepared by Centennial College, Career Services and Cooperative Education

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(month date, year)

Ms. Tracy Dobbs - Director, Human Resources
EMC Solutions, Inc.
123 Elm Avenue
Toronto, ON M2N 3R8

Dear Ms. Dobbs:

I am writing in response to your advertisement for a Human Resources Generalist position, posted on HireCentennial. Attached is my résumé to provide further details of my qualifications for this exciting employment opportunity.

I recently graduated from the Human Resources Management program at Centennial College, where my studies provided me with extensive knowledge in the full range of Human Resources competencies. As part of my program at Centennial College, I completed an eight month Coop Work term as a Human Resources Assistant at Centennial College, performing a wide range of HR functions, dealing with both student, faculty, college staff, and employers.

My present position as a Front Manager with ABC Company enables me to also perform a variety of human resources functions including sourcing and recruitment, talent management and resource planning, training program development and implementation, performance management and evaluations.

What cannot be appreciated on paper is my extreme professionalism when representing my employer. I can be relied upon to be a team player or work independently as required, complete all tasks in a timely and efficient manner, and maintain strict confidentiality with all internal and external information.

From my research, I understand that EMC Solutions is an equal opportunity employer with specialized programs in recruiting people with disabilities and members of minority groups. I believe that my experience working in a multicultural environment, coupled with a strong understanding of the laws and regulations governing hiring in Ontario, will be a definite asset for providing solutions for best HR practices.

An opportunity to further discuss my qualifications with you in person would be appreciated. Please feel free to contact me at 416-123-4567 to arrange a convenient time and date for an interview. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Signature Here

Geonwoo Lee
Encl: Résumé