

**Josh Michaels | 4 Church St. | Somertown, NJ 08888 | (555) 555-5555 |
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June 4, 2008

Katherine Yu
HR Director
ABC Company
1530 State St. Anytown, NJ
08999

Dear Ms. Yu:

Your advertisement for an HR assistant fits my qualifications perfectly, and I am writing to express my interest in and enthusiasm for the position.

After completing a business degree from Rutgers University in May, I enrolled in a human resource development program to further enhance my credentials in the field.

Course highlights include: Leadership in an Organizational Setting, Performance & Task Analysis in Human Resource Development, and Technology in HR Settings.

Based on your description of the ideal candidate, I also offer:

- A solid educational foundation in organizational development, employee training and development skills and knowledge of how to use technology to improve individual/organizational performance.
- A proven ability to build rapport with individuals from all cultural and socioeconomic backgrounds.
- A track record of excellent performance as a part-time/summer employee concurrent with full-time college enrollment.
- Technical proficiency in database programs (including Oracle) and MS Office Suite.

If you agree that my services would be valuable to ABC Company, I would very much like to meet in person to learn more about your HR support needs. Please feel free to call me at (555) 555-5555 or email at josh@somedomain.com.

Thank you for your time and review of the enclosed resume, and I look forward to speaking with you.

Sincerely yours,

Josh Michaels