

John Smith

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

Julie Jefferson

The People Company

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Jefferson,

In my current position, I implemented a new employee retention plan, which resulted in a 50% reduction in the total employee turnover rate within the company. The retention plan included an employee wellness program, additional staff benefits and an internal promotions program. I believe this is a great example of my success and demonstrates that I could be a great asset to The People Company's team.

With 12 years of experience in Human Resources and a degree in Human Resource Management, I was drawn to The People Company because of the firm's impressive employee retention rate and reputation for high-performing staff.

If I were to secure a role at The People Company, I assure you I will bring an even greater rate of success to the team. My previous accomplishments include:

- Improved employee satisfaction by 28% via an incentive program.
- Increased the speed of paperwork processing time by 30% in one year.
- Established new application requirements to increase the quality of interviewees.

I would like to set up an interview to discuss further my capabilities, work experience and the benefits I can bring to The People Company team.

Sincerely,

John Smith

P.S. — I'd also like to tell you all about how I was shortlisted for an HR Excellence award!