

Kate Miller

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456 My Street, San Diego, CA 76543

Sally Peters
The Big Company
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Sally Peters,

I am a Human Resource Management graduate with seven years of experience at The Medium Company. During my time at The Medium Company, I implemented a highly successful incentive program, which resulted in a 28% improvement in employee satisfaction. I believe this is a great example of my initiative and the benefits I could bring to The Big Company team.

The key factor that attracted me to the Human Resource Officer role at The Big Company is the firm's approach to employee well-being to improve staff retention. I believe that I could thrive in such a dedicated and high-performing environment.

If offered a role at The Big Company, I am confident that I will take your team's success rate to even greater heights. My previous accomplishments within the sector include:

- A 45% reduction in company turnover rate as a result of the introduction of employee wellness and incentive programs.
- 30% speed increase in applicant processing time.

I am looking forward to discussing further how my unique skills and dedication to HR can help your team, and I am available for an interview at your convenience.

Best wishes,

Kate Miller

P.S. — I'd also love to discuss the events that led me to win an HR Excellence award!