

Anthony Gentile

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456 My Street, San Diego, CA 76543

Caleb Morris
Cigna Health
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Mr. Morris,

As an HR manager at Delta Dental, I oversaw HR functions for over 500 personnel. I led strategic initiatives to shape the organization's work culture and drive employee engagement, which improved staff retention by over 30%. I am confident my strong background in HR administration and employee relations will allow me to provide valuable contributions to your team as the new HR manager.

Cigna Health's reputation for delivering affordable, accessible health care to patients is what draws me to apply for this position. I believe I can help your organization improve HR functions and employee engagement based on the following achievements from my career:

- Oversaw all HR functions for more than 500 staff, led the response to labor and compensation issues, conducted recruitment initiatives, managed employee onboarding activities
- Developed strategy to improve employee relations, established the employee resource group, and planned events to drive employee engagement, which improved retention by 30%
- Managed the administration and dispersal of over \$5 million in annual payroll, benefits, and compensation and served as the point of contact for employee issues

I hope to speak with you further regarding how my HR management experience can help Cigna Health improve recruiting efforts and enhance employee engagement. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

Anthony Gentile