

SHANICE JAMES

333 River Walk Way, Irmo, South Carolina 29000 * 803.777.9999 (H) * 803.999.2222 (M) * shanice.james@yahoo.com

Mr. New Job
New Horizons, Inc.
123 Blessing Way
Anywhere, USA 12345

Dear Mr. Job:

As I consider new career options that offer opportunities to experience new challenges and expand my expertise, I am excited by your job posting for a **Human Resources Director** with **New Horizons, Inc.** With over 10 years of extensive experience in human resource management, customer service, and project management, I offer many transferable skills that would add distinction to this position. These skills include my ability to successfully multi-task in high-pressure environments; implement superior leadership and motivational qualities; and thrive in both team and individual settings.

Over the past 10 years, I have been able to accomplish both company goals and personal career goals by implementing professionalism and commitment to every assigned task. Presently, I am eager to further my career by taking on a more challenging position with your company that will enhance my skills, provide opportunities for career growth, and allow me to contribute to your overall mission. My vast experience in the human resource field, coupled with my strong work ethic and ability to pay close attention-to-detail, make me most appropriate for hire.

My enclosed resume provides further details of my accomplishments and professional experience. I would greatly appreciate the opportunity to speak with you in order to discuss my interest in this position. Upon review of my resume, please feel free to contact me at your earliest convenience. I look forward to speaking with you soon.

Sincerely,

Shanice James