

Your Name  
Your Address  
City, State Zip  
Phone Contact  
[Emailaddress@provider.com](mailto:Emailaddress@provider.com)

Date

Name of Addressee, Title  
Company  
Street/Mailing Address  
City, State Zip

Dear Mr./Mrs./Ms.,

Your recent advertisement in the local newspaper for a Human Resource Director at ABC, Inc., is of interest to me since I have an extensive list of accomplishments in Human Resources. My position at XYZ was recently eliminated to the proposed merger with FGH of Canada and I am beginning my job search.

I excel in several areas of HR, most notably recruiting and comp/benefits, two areas that have been my responsibility for the past six years at XYZ.

As my position ends in two weeks, I am available to meet with you at any time to discuss how my talents and skill sets will fit into the HR structure at your firm.

Thank you for your consideration and I look forward to meeting with you.

Sincerely,