**HR COVER LETTER**

Dear Ms. Melinda Williams,

I am writing to express my interest in the position of HR Representative at Valspar Corporation and I have the experience and skills you are searching for in an applicant.

I have three years of experience working as a clerk in the personnel department of a large corporation while earning a bachelor’s degree in human resources. I know and adhere to all labor laws and I am familiar with the Equal Opportunity and Americans Disabilities Act.

I have the ability to scout out and recruit potential employees to fill special position within your company to help ensure you have the staff needed to run efficiently. I am very observant with the skills to interview and hire new employees and I have experience conducting orientation for new employees. I can also assist with creating and implementing training programs to help teach new employees how to do their job correctly.

I have the interpersonal skills to create a friendly and welcoming environment that helps to build a positive image for your company. I also have experience managing employee benefits and compensation programs along with health and welfare programs. I am a great motivator with the skills to find creative ways to lift morale and improve productivity.

I believe in working together as a team to reach the long-term goals of the company but I also take the initiative to make sure operations are handled in a timely and professional manner. I possess strong problem solving skills with the ability to investigate and to find a suitable solution for any complaints or problems that arise within the company. You can reach me for an interview by calling (555)-555-5555.

Respectfully,

**[Signature]**

David Cook