

# Sample Resume Cover Letter

1492 Columbus Route  
Laconia, New Hampshire 03246  
July 4, 2xxx

Mary Class  
Human Resource Administrator  
Department of XYZ  
000 Main Street  
Concord, New Hampshire 03301

Dear Ms. Class:

I am writing in response to your posting on the State of New Hampshire Vacancy Posting site for the Personnel Analyst position. I believe my qualifications make me an excellent candidate for the position.

I possess more than eleven years of human resources experience in recruitment and staffing, benefits administration, workforce planning, and position classification analysis. Throughout my career I have demonstrated the ability to establish excellent client relationships and to develop and implement innovative solutions to address a wide variety of human resources challenges. I have excellent organizational skills and decision-making skills. Five of my eleven years of experience include supervising fourteen professional and support personnel.

Enclosed is my résumé for your review. I would appreciate the chance to meet with you to discuss the ways in which I can help the Department of XYZ achieve its goals and objectives. I can be reached at the phone numbers listed on my résumé.

Thank you for your time and consideration.

Sincerely,

Needa Job

Enclosure