

David T. Jones

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NAME
COMPANY
ADDRESS
CITY, STATE ZIP

Dear NAME:

I am interested in joining COMPANY as TITLE. The enclosed resume outlines my experience and achievements. I will be happy to provide references or further information at your request.

As my resume indicates, I have developed broad skills in human resources and training while working as a retail manager. My duties included recruiting, hiring, performance review, and HR administration. I displayed an ability to mentor and develop talent at the managerial level. Working in high volume locations, I came to appreciate the importance of selecting, aligning, retaining, and developing talent across all job categories. I also employed new technology to improve training, staffing, and reporting functions. I am confident that this combination of skills and experience will make me a valuable member of your team.

I offer you the following qualities:

- **Organization:** Manage time well to meet deadlines without sacrificing quality.
- **Problem Solving:** Assess situations, identify practical options, and implement the best solution.
- **Personality:** Outgoing . . . Professional . . . Committed

The summary given in this letter and my resume cannot fully communicate my potential contribution. I would appreciate the opportunity to speak with you personally and answer your questions.

Thank you for your consideration.

Sincerely,

David T. Jones