**Robert Smith**

**Human Resources Generalist**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This job application is to enrol my candidacy for the open position of Human Resources Generalist with your company. Being an enthusiastic HR professional, I am well-acquainted with administering employees’ payroll, monitoring employee’s performance and spotting training requirements.

Please review the highlights of my job responsibilities:

* Screening job profiles of the potential job applicants.
* Revising the job description for each open position on a regular basis.
* Posting the advertisement for the vacant positions on various job portals.
* Onboarding and training the new personnel.
* Developing a work report and sharing it with the manager.

I possess superior project management skills, conflict management skills and computer proficiency to become a successful Human Resources Generalist.

I am thankful to you for scaling my role suitability. I am including my resume to provide detailed information about my education and previous work history. It would be my pleasure to have a further discussion about how my skills can benefit the organization.

Best Regards,

[Your Name]