**Robert Smith**

***Contact details***

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**Human Resources Specialist**

[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],

Upon reviewing your search for your Human Resources Specialist, I immediately felt like submitting my resume for the same. As an experienced HR professional, I have developed extensive knowledge and skills to excel as your Human Resources Specialist.

I am highlighting my key contributions in the current role for your review:

* Conduct recruiting and exit interviews.
* Offer assistance to colleagues in resolving HR-related issues.
* Organize developmental programs for the employees.
* Devise and implement CSR programs.
* Recommend changes in the company's existing employee recognition program.

Strategic thinking, excellent diplomacy and remarkable managerial skills are my forte, and therefore, I believe that I am well-positioned to take up the charge of Human Resources Specialist at your firm.

I truly appreciate you for appraising my application. Please take a sneak peek into my resume attached below. I hope to have a detailed discussion of my skills.

Best Regards,

[Your Name]



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