

FIRST LAST NAME

Street Address
City, State, Zip

Date

Company Name
City, State

RE: Name of Position

Dear (name of company) Recruiter and Hiring Manager,

I am very interested to discuss the contributions I can deliver to achieve an accelerated and successful transition to the HR Policy Consultant role for HR service delivery. My passion for the employee experience combined with HR policies experience will align well to the expectations of this role.

My career foundation consists of business operations and process improvement actions, influencing a positive employee experience. HR policies and ensuring employees have access to needed information has been the most rewarding of achievements. Working knowledge within the HR Policy space will allow me to accelerate quickly into this role and productivity:

- Communication strategy and execution of HR Policies and underlying processes
- Interpretation of HR data to resolve employee issues
- Coaching interactions with managers, employees and HRBPs
- Continuous HR improvement initiatives for a population of 24,000 employees

The collaboration with Managers, Employees and HRBPs is essential for employee experience success. Being the primary point of contact is a challenge I know I will add value to at an accelerated pace. As you review my resume, I hope you find my experiences a match towards a future discussion. Additional details can be provided upon request. Thank you!

Sincerely,

First Last Name

401-222-4444
nsssss@gmail.com