

George P. Allen, PHR

962 University Ave., Anselmo, NE 68813

Phone: 402/555-7301 • Cell: 402/555-4392 • E-mail: gpallen@comcast.net

Feb. 10, 2008

Nadya Aggarwaal
Buttons and Badges Galore
101 West Oak Ave.
Lincoln, NE 68521-2398



Dear Ms. Aggarwaal:

As a highly qualified professional with the experience and strong motivation to excel in the human resources field, I am applying for the Human Resources Director position you are currently advertising. My ability to motivate employees and proven track record in improving HR processes make me a great candidate.

My 10 years in human resources and related areas has taught me the value of good employees. All organizations, after all, have access to the same information and the same prospective customers. The organization that differentiates itself through effectively recruiting, retaining, training, and managing its people is the best equipped to succeed in today's competitive business environment.

Based on your advertisement, your firm will be particularly interested in my reputation as a self-starter with the proven ability to prioritize and manage projects in a busy, fast-paced, multi-tasking environment, along with my experience in establishing relationships with the decision makers who interview and accept temporary staffing.

In my position with the Kearney Public School District, I restored the administration's faith in contracting with temporary agencies and workers, contributed my professionalism during a staffing crisis, and provided valuable insight to help the district recruit and retain productive, happy employees. I've applied my excellent communication and customer-service skills to building relationships with customers, clients, patients and team members, listening to their needs, providing workable solutions, and making independent decisions.

With these qualifications, I am confident I am an excellent match for the advertised Human Resources Director position. I am most eager to implement my recruiting, retention, and process-improvement experience with your organization. I am convinced it would be worthwhile for us to meet. I will contact you soon to schedule an interview. If you have any questions, feel free to contact me using the information atop this letter. Thank you for considering me.

Sincerely,

George Allen