

June 13, 2023

Caroline Shafto



To whom it may concern,

Thank you for your time in reviewing my letter of interest and resume. I am interested in the Human Resource Administrator position. I feel I would make a great addition into your organization, as I meet all the qualifications listed within the job description and more. I have 7 years of experience within human resources, four years within local government. I recently completed a Human Resource certification program sponsored by civil service commission.

It would be my pleasure to discuss the Human Resource Administrator position more in depth. As well as being able to get to know your organization. Looking forward to hearing from you.

Respectfully,

Caroline Shafto