

Jessica Panther
123 Broadway
City, State 12345
(000) 111-1111

February 1, 2016

Roary Sanchez-Smith, Human Resources
ABC Inc.
2345 Miami Drive
Miami, FL 33128

Dear Mr. Sanchez-Smith:

I will be graduating from Florida International University (FIU) in August 2016 with a Master of Science in Human Resource Management. I am interested in the one year management rotational program with ABC Inc. listed on your website. I believe that my education and previous management experience qualifies me for this position.

In the summer of 2015, I had the opportunity to work with Jackson Memorial Hospital as a Human Resources Intern. As an intern, I had the opportunity to write job descriptions and create job advertisements to support the hospital recruitment effort. I also gained experience presenting to large groups by training supervisors through seminars on topics such as disciplinary action, sexual harassment, and discrimination. In addition, throughout my time at FIU, I have been able to consistently provide service to on-campus philanthropic organizations such as Relay for Life, Dance Marathon, One Billion Rising, and Feed America. These volunteer experiences, coupled with my internship experience, have allowed me to gain skills necessary to manage the day-to-day operations of ABC Inc.

Most recently, ABC Inc. has been recognized as a leading Human Resource Company throughout the nation by the Miami Herald. Additionally, it has been no secret that ABC Inc. supports and funds philanthropic programs for Big Brother Big Sisters and YMCA, gaining it further awards for being a community supporting organization. My ability to work well with staff, community members, and managers will allow me to contribute to ABC Inc.'s reputation for excellent human resource management. I am confident that I would be a successful addition to ABC Inc.

Enclosed is my resume for your review. I welcome the opportunity to discuss how my background and skills will benefit ABC Inc. If you have any questions, please feel free to contact me at (000) 111-1111 or JessicaGoldenPanther@fiu.edu at any time.

Sincerely,

Jessica Panther