

Donald J. Jones, SPHR

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NAME
COMPANY
ADDRESS
CITY, STATE ZIP

Dear NAME:

I am interested in joining COMPANY as TITLE. The attached resume outlines my experience and achievements. I will be happy to provide references or further information at your request.

As my resume indicates, I have been an executive leader in Human Resources for more than 10 years. In that period, I have led large, complex HR department, navigated staff expansion/contraction, and reduced costs related to compliance and audit issues. My areas of expertise include HR policies and procedures, labor relations, DEI, and talent development. Colleagues have looked to me as a trusted advisor who understand both HR best practices and business goals. I am confident that this combination of skills and experience will make me a valuable member of your executive team.

I offer you the following qualities:

- **Vision:** Examine all details – small and large – to develop a big picture understanding of critical business opportunities and challenges.
- **Decision Making:** Evaluate all aspects of complex situations and leverage data analysis to identify the best option.
- **Influence:** Foster collaboration as a service leader who sets clear goals, respects all stakeholders, and recognizes success.

The summary given in this letter and my resume cannot fully communicate my potential contribution. I would appreciate the opportunity to speak with you personally and answer your questions.

Thank you for your consideration.

Sincerely,

Donald J. Jones, SPHR