

**Jane Doe  
950 Tharp Road #1000  
Yuba City, CA 95993  
(530) 555-5555**

July 30, 2013

County of Butte  
Department of Human Resources  
25 County Center Drive  
Oroville, CA 95965

Dear Human Resources,

Please accept the enclosed resume and application as my interest in the position of Human Resources Specialist within your organization.

Your job listing reveals you are seeking a candidate who would be responsible for performing daily administration and processing of employee benefits as well as offering a variety of technical activities in support of your centralized personnel system.

I believe I am qualified for the position you are offering as I possess over 20 years of Management experience within the Health Care Industry along with Restaurant Management where I was responsible for the paperwork processing, employee benefit kits and classification/salary negotiations. I would also assist with the administering of employee insurance, pension and savings plans. My application and resume shall reflect a solid history of training and recruiting for new employees and existing staff, therefore I would bring to you my knowledge of Human Resources of policy and procedure along with the personal side of focusing on employment retention, offering up to date trainings of new practices as your organization is made aware of changes and represent the Butte County Department of Human Resources with the highest level of integrity and professionalism.

Thank you for your review and consideration of my application and resume. I look forward to an interview opportunity where I may meet with you in person and discuss my further qualifications and where you may witness my character and abilities. If I may offer further information in the meantime I may be reached at 530-000-0000.

Sincerely,

Jane Doe

Enclosure: Resume / Application