**YOUR NAME**

111 Street Address • City, ST 11111

Phone 111-222-3333 • E-mail your.name@umich.edu

January 30, 2010

Lamont Reed

VP Human Resources

XYZ Industries

123 Main

Big City, ST 11111

Dear Lamont,

*(Introduction and connection)* Joyce Washington, your Director of Public Relations, suggested I contact you regarding the posting on your website for an HR Director. Joyce is a fellow alumna at the University of Michigan’s Ross School of Business. Joyce and I worked together on multiple projects during our MBA experience.

*(Who you are and why you’re qualified)* I’m an HR Executive with a proven track record in a wide range of industries, including manufacturing, consumer products, and technology. I’ve held a series of progressively responsible roles over my 20 year career, including national and international positions in Asia, South America, and Europe. I’ve gained a reputation for aligning HR to organizational strategy, particularly in the areas of succession and progression planning, executive compensation, performance review, labor relations, and benefits. Based on conversations with Joyce, as well as your ad, these areas of expertise would make me an excellent fit for the new HR Director position. I understand XYZ is globalizing operations, and looking to adapt best-in-class workforce development processes to the specific needs of off-shore cultures. This is precisely the work I’ve done in recent roles.

*(Follow up request)* I’d like the opportunity to discuss how I can apply my portfolio of HR skills and experiences to create sustained value at XYZ. Please contact me either by phone or email to arrange a mutual time when we can meet. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Glenda Jefferson

gjeffers@xmail.com

111.555.4444