

SANDRA S. SAMPLE

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(Contact Name)
(Contact Job Title)
Baptist Health
(Company Address)
Jacksonville, FL

Dear Mr./Mrs./Ms. (Last Name):

Please accept this as my request to be considered for the Human Resources Information Systems Specialist with Baptist Health.

As an organized and detail-oriented individual with over 20 years experience in administration, I believe my qualifications match your requirements. My strengths also include independent working habits and superb computer skills. As a Program Assistant at Diversified Resources, Inc., I was in charge of all computer support, word processing and database, spreadsheet, and administrative functions. My duties included maintaining the accuracy of all files, resolving questions and inconsistencies, daily office operations, preparing daily and monthly activity reports, and coordinating various projects with staff and outside vendors.

The qualifications and professional knowledge I can bring to your organization include:

- Highly astute, energetic, and team spirited with a strong work ethic able to fill numerous Human Resources and Administrative roles.
- Solid understanding of human resources, business operations and various medical and corporate environments.
- Accurately perform challenging task with precision and attention to detail, while excelling at organizing and setting up of new procedures, troubleshooting, and taking adverse situations and making them positive.
- Proven leader in driving change, and accomplished at championing corporate values, vision, and mission.

In review of your company's objectives and possible openings, I believe that my experience is in perfect line with your current needs. If your company is looking for a dependable, results-oriented professional with a solid performance track, I would be interested in speaking with you to discuss the value that my strengths and experience can bring to your company. I can be reached in confidence at the above telephone numbers or email address and I look forward to hearing from you.

Best Regards,

Sandra S. Sample

Enclosure: Resume