**Human Resources Generalist Cover Letter**  
Develop and support HR solutions that impact all levels of the organization

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November 8, 20XX

Ms. Janet Dixon  
HR Manager  
ABC Company  
55 West Ave.  
Sometown, IA 55555

Re: HR Generalist  t  Advertised on Monster

Dear Ms. Dixon:

As you know, a day in the life of an HR generalist is multifaceted. We can go from managing full-cycle recruitment of talented team members to investigating FMLA or EEO compliance matters within the span of an hour. While confident in my skills across multiple HR practice areas, the driving force is my desire to elevate the performance and job satisfaction of our most valuable asset—the employees.

I’ve spent the past six years working in the HR Department of DEF Company’s corporate headquarters in support of the 1,500-member global engineering group. After initial success as an HR assistant, I was promoted to my current HR generalist role.

My passion for people—combined with an understanding of HR best practices—has contributed to numerous HR initiatives delivering exceptional results. For example, my team and I:

* Increased the employee satisfaction index 16% by spearheading a “Flexible Work Solutions” employment program (a first within the company). This innovative program promotes non-traditional work schedules, work-at-home options and job-sharing partnerships.
* Created an ongoing training program on HR policies and SOPs that strengthened compliance, boosted morale and improved recordkeeping.
* Conceptualized, launched and staffed DEF Sales, a new department that provided needed sales and marketing support to field workers.

Backed by a BBA in human resources, I’m committed to helping companies create winning work cultures and top-performing teams. I take pride in providing value-adding advisory and support services to my employers, and strive to serve as a catalyst for continuous improvement.

Please contact me at (555) 555-5555 or email lp@somedomain.com to set up a meeting. Thank you.

Sincerely,

Lacey Perez