

Cover Letter

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YADIRA FOX

March 10, 2006

Melea Gallegher
Human Resources Director
Southwest Hospital
5609 Farlee Street
Sacramento, CA 93487

Dear Melea,

Thank you for taking the time to speak with me yesterday about the internship opportunity open in your department. It was a pleasure to learn more about the position and what it is like to intern at Southwest Hospital. Please accept my application for the Human Resources Generalist internship position.

During our conversation, it became evident that you are looking for someone who has a strong training and team building background. Working as a manager at the Kona Coffee Cafe has given me experience in building a positive work environment characterized by cooperation and constructive problem solving. I developed creative training modules for 14 staff so that they enjoyed learning the job and worked to the best of their ability.

You also mentioned that the internship position requires a unique combination of education, experience, and temperament. My degree in journalism has given me the confidence to perform the communication aspect of this internship. In addition, my work experience includes recruiting, hiring, and evaluating employees, staff training, and creating and implementing policies and procedures. I am patient, tactful and flexible, with well-developed customer service skills as well as a substantial background in administrative work which demands close attention to detail.

I am confident that my skills and experience are an excellent match to the Human Resources Department. I look forward to meeting with you to further discuss my qualifications and how they might contribute to your team.

Sincerely,

[Signature Here]

Yadira Fox