

## **Benny Business - Your Name**

Eastern Oregon University Graduate | La Grande, OR **Your Title & City, State**

benny@eou.edu | 541.555.5555 - **Professional Email & Phone Number**

August 4th, 2022 - **Today's Date**

1917 Jackson Ave. La Grande, OR 97850 - **Businesses Address**

Sam Smith, Woodgrain - **Hiring Manager, Company**

Dear Mr. Smith,

**Paragraph 1: What position you are contacting them about, who you are & why are you interested in the position- make sure to hit on these three bullet points, but write them out in paragraph form.**

I am contacting you with regard to the \_\_\_\_\_ position at \_\_\_\_\_.  
I am a student at Eastern Oregon University, and am interested in this position due to my knowledge and experience regarding \_\_\_\_\_.  
Both my education and my work experience has been focused on \_\_\_\_\_, which has allowed me to develop my skills, and gain a deep understanding of the multiple facets of this department.

**Paragraph 2: Why would you be a good fit for this position? Discuss your relevant experience- jobs, volunteerism, extracurricular activities, etc. that make you qualified for this position**

I believe I have a unique skill set to offer to your team. The first is based on my experience of working directly in the Human Resource Department both at Grande Ronde Hospital as an intern to the Human Resource Manager, and Eastern Oregon University as an assistant to the Benefits Manager. My time in these positions has allowed me to establish a sturdy foundation of Human Resource related skills. I have worked extensively in the areas of benefit management, new employee onboarding, and system management. I have knowledge of Human Resource rules and regulations, and can effectively follow state and local HR guidelines. Because of my experience, I have become a dynamic employee with a wide range of skills relating directly to this department. In addition to this employment position, another experience I would like to mention would be my education at Eastern Oregon University. Here, I will soon receive a Bachelor's of Science in Business Administration, with a minor in Human Resource Management. My studies at EOU have been heavily focused on effective Human Resource management, regulations, benefits management, and record keeping. Through both of these programs, I completed 180 credit hours in courses focused on administration, management, and business rules. I pride myself in my knowledge, ability to learn, and a deep understanding of business operations.

**Paragraph 3: Summarize your skills, give contact information, show gratitude**

I am an enthusiastic, hardworking, and personable employee who thoroughly enjoys working with people. My HR background both in my work life and education will serve me well in this position. Because of this, I truly believe I will be a beneficial asset to your team. I am humbly asking for the opportunity to interview for this position with your representatives. The best way to reach me is by email, archie@eou.edu, or phone, (541) 555-5555. Thank you, and I look forward to meeting with you in the future.

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Kind Regards,

*Benny Business*

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