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August 7, 20xx

Human Resources Manager
ABC Corporation
1200 West Algonquin Road
Palatine, IL 60067

Dear Human Resources Manager,

Please accept my resume in consideration for the **Director of Management** position, which was posted on your company's website. I believe I am a very solid candidate for this position based on my management background, expertise in human resources, budgetary and operational functions and strong leadership skills.

As outlined in my attached resume, I have over 10 years of experience in managing the daily operations of a large manufacturing company and a mid-sized technology firm. In addition, my qualifications include:

- Ability to utilize strategic planning techniques to set goals and courses of action
- Proven track record of problem solving using creative approaches to stimulate ideas
- Excellent leadership skills with a focus on collaboration and inclusion and encouraging professional development
- Strong proficiency using Microsoft Office

I look forward to the opportunity to discuss this position with you in person. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Maribeth Chin