

Figure 7; Cover Letter Sample:

NOLEMANA K. KILA

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January 10, 200x

Mr. Ugatta Job
Human Resource Manager
Big Island Medical Group
1176 Hunhau Street
Kailua-Kona, HI 96740

Aloha Mr. Job:

I am applying for the Human Resource Representative position that is listed on the UH Hilo Career Center's website. I will graduate from UH Hilo in May with a Bachelors Degree in Psychology and a Business Administration Minor. My internships in human resources and my academic training provide me with sound interpersonal and business skills. I am interested in this position because it involves providing human resource services in a health care environment. In addition, I noted that a recent edition of the Pacific Business News listed your Group as the fastest growing company on the Big Island.

You will note from my resume, that I have completed two human resource related internships – one with a health care organization. At the *Bay Clinic* in Hilo, I performed the duties, tasks, and responsibilities associated with employee benefit administration and observed clerks and supervisors in the payroll and labor relations section. At *ALTRES Staffing*, I gained a thorough understanding of the functions associated with the employment process. These experiences, combined with my computer proficiency (MS Access, Excel, Power Point & Word) allow me to be extremely innovative and efficient. I have developed strong written and verbal communication skills through such human resource activities as drafting job postings, interviewing & evaluating applicants, processing employee evaluations, explaining benefits packages and procedures. Through my student leadership positions, I have become comfortable speaking to audiences over 75 people.

I believe that I could be a valuable asset to the Big Island Medical Group and will call you within the week to arrange a meeting to discuss ways that I might be of benefit to your organization. In the meantime, I can be reached at (808) 981 – 2#### or you may email me at nkila@hotmail.com.

Sincerely,

Nolemana Kila

Nolemana K. Kila