

**MARY JONES**

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Date

Dear Executive Recruiter:

I am in the process of seeking a human resources generalist position where I can use my skills in:

- **Employee relations** – resolved more than 3,000 employee relations problems ranging from discipline to sexual harassment issues without a single negative judgment.
- **Retention** – improved employee retention and absences by 75% through incentives, planning and variable work schedules.
- **Recruitment** – recruited more than 1,000 employees ranging from production workers to senior management for a leading university as well as manufacturing and financial services organizations.
- **Organization development** – introduced programs for English as a second language that improved communications for production workers, set up a safety committee that resulted in a number of training programs lowering workers' compensation rates, provided training that achieved an ISO 9000 rating within two years, and delivered other programs dealing with harassment, productivity, quality and leadership.
- **Compensation and benefits plans** – designed and implemented a number of compensation and benefit plans for both non-exempt and exempt employees. These plans permitted the companies to attract the best recruits in engineering, marketing, management and production.
- **Facilities** – managed manufacturing and executive offices for finance and high-tech manufacturing companies including maintenance, expansion, communications, safety and compliance.

If you are working on a client assignment for a highly proficient, hands-on human resources generalist, I would welcome hearing from you.

Sincerely,

Mary Jones

Enclosure: resume