

Month day, year.

Mr. Jacques Drouin
Montfort Hospital
Lebrun Building
451 Lebrun Street
Ottawa, Ontario K1K 8M8

Re: Human resources generalist position (competition number ABCD1234)

Dear Mr. Drouin:

In response to the employment offer published in the May 12th, 20.. edition of *Le Droit*, I wish to apply for the captioned position. The opportunity matches my interests and I believe that my academic and professional background as well as my bilingualism show that I possess the qualities needed to successfully carry out the work involved.

In order to ensure that the Montfort Hospital continues to offer the kind of care and services that match the reputation you have built as a first class healthcare facility, it is essential that you maintain a vibrant team staffed with quality professionals. Having worked as an assistant recruitment officer for PowerCorp Business Solutions, I have developed an excellent understanding of what it takes to recruit top notch talent. This internship also solidified my knowledge of the Canadian regulations, procedures, and standards to be followed when working in the field of human resources. I also possess 4 years of experience in the hospitality industry, where I dealt with people in a wide variety of roles (clients, colleagues, managers, and suppliers). I was complimented on numerous occasions for my professionalism as well as my outstanding communication and interpersonal skills. I was recognised as employee of the month multiple times while working as front office manager and I pride myself on bringing this type of dedication and work ethic to everything that I do.

I am also confident that I possess the academic foundation you require. I will be completing my Honours Bachelor of Commerce degree, with an option in Human Resource Management this spring and have taken courses in staffing, compensation, labour relations, recruitment and classification. In addition to my formal studies, I have been an executive member of the Telfer School of Management's Human Resources Association and I plan on continuing my professional development activities by becoming a Certified Human Resources Professional (CHRP).

I hope that my application will receive your favourable attention. Should you require any additional information regarding my attached résumé, feel free to contact me by phone or by email. Thank you for your time and consideration.

Yours truly,

Chase Talent

Encl.