

SANDRA FORTIER

Address ~ City, ST XXXXX ~ (XXX) XXX-XXXX ~ sfortier@xxxxx.com

<Date>

<First Name> <Last Name>

<Address>

<City, State Zip>

<Dear> <Contact Name>,

I hope all is well with you! I know it has been quite some time, and I look forward to catching up in the near future.

I am writing today to let you know that I have recently launched a job search – my first in more than 20 years – and I am hoping you might have some advice or referrals to offer me.

In brief, I am exploring human resources management opportunities and am most interested in the business segment of a medium or large corporation that is a leader in its market or is poised for rapid growth. Nearly all really successful companies have one major thing in common: they recognize and leverage the value that their human capital has to add in achieving overall business goals and objectives. This is the type of company I am targeting. I have extensive generalist experience spanning the entire spectrum of human resources, and I am eager to position myself as a partner in helping a company achieve its strategic goals. While I am not necessarily targeting any particular industry, the high-technology and healthcare industries do interest me.

While I know you have some familiarity with my background, you may not know the details that set me apart from other HR management candidates. In 1989, I joined Xxxxx in accounting and progressed quickly on the executive track into supervisory and then management positions. By 1997, I was ready for a change. So, ten years ago, in a planned career shift to draw on and more fully utilize my excellent people skills, I transitioned from finance to human resources. I have always had excellent skills in the areas of employee relations, compensation and benefits planning, recruiting, hiring, and performance management, and this move gave me the opportunity to put them to use in a more formal way, delivering HR programs, tools, and systems designed to support strategic business goals.

Of course, Xxxxx has gone through many changes in the past decade, and working in HR put me right in the middle of many of them. While the turmoil of the situation was challenging, the experience definitely enhanced my qualifications as a partner in support of corporate reorganization and change management initiatives.

Last summer, after more than 20 years of dedicated service to Xxxxx, I decided it was time for new challenges and new opportunities. Before doing so, I chose to take some time off to spend with my family and to recover from an accident (I broke my arm). Now, I am excited to return to work and I have just launched my search.

<Contact Name>, if you have any advice or referrals to offer me, I would really appreciate it. It has been a long time since I have conducted a job search! For your review and to better familiarize you with my qualifications, I have enclosed a very brief version of my résumé. I have a longer, more detailed version available if you prefer.

Thank you, <Contact Name>! I will give you a call early next week.

Sincerely,

Sandra Fortier

Enclosure