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21st September 2009

Ms Kateleen Rivera
Personnel Manager
Marriott Hotel
Address:

Dear Ms Rivera,

Re: Human Resources Coordinator vacancy

I write with reference to the above position advertised on rolling pin Jobs, 12/17/09.

As you will see from my enclosed CV I have a great deal of experience in all aspects of Human Resources. I feel that many of the skills I have gained would be well utilised in the role of Human Resources Coordinator.

I have extensive knowledge of reward management and in my last position at Jefferson Ltd. I helped to implement a new incentive scheme, which resulted in a 50% increase in productivity. I also have highly developed administration and interpersonal skills, which I believe would be invaluable in the role of Human Resources Coordinator.

I would greatly enjoy the working environment that a company such as Carnival Cruise Lines would provide. As the largest employer in the hotel industry in Miami, with over 500 employees, I feel that the role of Human Resources Coordinator would be one that would both stimulate and challenge, and as you will see from my experience these are circumstances under which I thrive.

Thank you for your time and consideration. I greatly look forward to hearing from you.

Yours sincerely,

Jane Summer