

Sample Cover Letter – Human Resource Full-Time Job

953 Danby Rd
Ithaca, NY 14850

February 10, 2020

Christopher Lee, Senior Consultant- Executive Solutions
Dell Technologies
1 Dell Way
Round Rock, TX 78664

Dear Christopher Lee:

Through the recommendation of Trevor Dolge, a current Human Resource Business Partner at Dell and an alumnus of Ithaca College, I am applying for the HR Rotational Program. I am a current senior at Ithaca College studying Business Administration with a concentration in Management and a Business and Data Analytics minor. As I am approaching graduation, I am looking to apply my HR knowledge and passion to help further the Dell's goals and impact in the world. With my previous internships and jobs, I was trained and placed in a variety of different roles within HR, which has helped me become a quick learner and knowledgeable with different key aspects of the field.

My path to Human Resources was a very smooth one, where early-on I fell in love with the work and decided to make it my career. I interned after my Freshman year at a staffing agency doing recruiting and onboarding functions, even though I didn't really know what that meant at the time. Since it was a small office, we all did a myriad of different tasks in an incredibly fast paced environment, which made me realize the intricacy and complexity the industry required and fulfilled my need to succeed and be constantly challenged. During my next internship I was placed on an HR Advisory team at a much larger company, where I had to learn the ins and outs of their HR responsibilities so I could answer any question an employee asked over phone calls or emails. Through the large amounts of training I received, I discovered the growing subcategory of HR Analytics. I was able to pull my knowledge and passion for analytics from my Data Analytics minor, Teaching Assistant job at my college, and previous coding experience to help support that team and troubleshoot the implementation of an entirely new system.

Throughout the last few years Dell has truly transformed from a manufacturer and seller of technology to a huge information systems and data storage technological powerhouse. That sort of evolution and advancement of technology in an ever-changing landscape is something I believe I can contribute to and would love the opportunity to be a part of. I am passionate about HR, and I am excited about Dell's rotational program because it will allow me to explore all of the facets within HR.

Thank you for your time and consideration. I know how prominent and successful the HR Rotational Program is, and I would pull all of my knowledge, enthusiasm, and energy into maintaining that reputation. If you have any questions or would like to know more about any of my experiences, I can be reached at (phone number) or (email), and I look forward to hearing from you!

Respectfully,
(Signed name)
(Typed name)

Human Resource Full-Time Job

Job Details:

- Hopkinton MA and Round Rock TX, Full-Time Job, Paid, Internet and Software, 25,000+ employees

Company Information:

Dell has always believed that technology exists to enable human potential. Over the course of our history we have seen technology cure disease, connect the world, and improve living conditions for billions. The coming years will continue to drive incredible innovation and change, advancing human progress in ways we can only imagine.

Dell provides the technology that transforms the way we all work and live. But we are more than a technology company — we are a people company. We inspire, challenge and respect every one of our over 100,000 employees. We also provide them with unparalleled growth and development opportunities.

Full-time HR Rotation Program:

At Dell, we are seeking talented and motivated recently-graduated students to play a key strategic role during this time of exciting transformation. This program is designed to accelerate the breadth of your experience in a way that few other programs and companies can provide. The rotational program gives future HR professionals the opportunity to experience 3 different types of HR roles in approximately 3 years. Your assignments will be individually structured to leverage your academic experience, enhancing your HR knowledge and creating a personalized development plan best suited for you. Our program prepares you with the experience and expertise needed to succeed in your role after the program.

Job Qualifications:

- Undergraduate degree, preferably with an HR concentration
- Previous HR (or relevant) experience
- Strong drive for results
- Effective team player and cross-functional contributor
- Ability to deal with ambiguity and learn on the fly in a fast-paced environment
- Self-directed and motivated
- Passion for analytics
- Excellent written and verbal communication skills

The ideal candidate should demonstrate a combination of strong business acumen and Human Resources functional knowledge to develop HR strategies that will attract, develop and retain the breadth of talent required to drive client business success. This position requires an ability to collaborate, navigate ambiguous situations, and work in a fast-paced environment.

Join the Dell team and help create solutions that drive human progress.