**Template For Human Resources (H.R.)Manager Cover letter**

**Dear Sir,**

**I was excited to read about this opening as I have the qualifications you are seeking. I have 3.5 years experience in financial accounting Business Management. I possess the qualities of a strategic thinker with excellent communication and analytical skills, demonstrated ability to cut costs, improve sales, and maximize profits, an innovative problem solver with the ability to implement procedures and protocols for the finance/accounting department.**

**In addition to my extensive office experience, I have strong interpersonal skills, and maintain a mature, gracious, and professional manner when communicating with individuals, even when difficulties arise.**

**Thank You.**

**XYZ,  
Contact information here.**

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