777 College Avenue

Boulder, CO 80304

303-888-666

Suzie.que@colorado.edu February 25, 2015

University Recruiters Stryker

<Street Address>

San Jose, CA 95412

Dear University Recruiting Team,

Please accept my application for your Human Resources positions. I spoke with you personally at your information session on the University of Colorado Boulder campus and we talked a lot about San Jose, as I grew up in the area. You encouraged me to apply and I am very excited about the opportunity as a way to put my double major in Human Resources Management and Psychology to good use. My dual degree is a great fit for human resources positions as I have spent many classes studying and dissecting human behavior and actions. When considering who to hire, I think being able to “read between the lines” and really evaluate a candidate’s interest is a necessary skill.

I have extensive experience representing the University of Colorado, which translates well to human resources as representatives are in many ways, the face of the company. I was entrusted with orienting all incoming freshmen to the school and am comfortable speaking to large groups. This creates a positive first impression and educates students and parents on processes and requirements. Over the past three summers while in this position, I have learned a lot about the systems that go into running large scale events and the organization required to create an impression and uphold a reputation. I could use these skills within your positions, whether in your human resources department, recruiting candidates or representing Stryker at a campus career event. My attention to detail is impeccable, as are my organizational and problem solving skills. I enjoy researching solutions to problems, whether it be an employee looking for benefit information or tracking down career fair materials that did not arrive to their destination.

I hope to have the opportunity to speak with you further regarding these open positions. Thank you so much for your time.

Sincerely, Suzie Que