India Davis

March 13, 2014

To Whom It May Concern,

# I am eagerly interested in transitioning into the Human Resources field. With a Bachelor of Arts in Psychology degree, I have significant experience presenting and communicating information either verbally or written in front of groups. I have knowledge in the healthcare and legal fields. I thoroughly enjoy a challenging work environment as well as learning new tasks and expressing new ideas. With my education, experience, and determination I am certain that I could make a positive contribution to an organization.

# Although I do not have specific human resources experience, I am certain that I can successfully learn and handle the responsibilities that a position encompasses. Employers have credited me as being able to think analytically to resolve problems, seeing things that other individuals fail to notice, handling fast paced challenging work environments, and also being able to learn and master new responsibilities quickly.

# I am searching for a company that I can grow with to establish a career and would love to have the opportunity to demonstrate my knowledge and skill set that I can bring to a given position. I am excited about transitioning into HR and the ability to help your company succeed. Thank you in advance for your time and interest. Please do not hesitate to contact me if you have any questions. I would appreciate the opportunity to further review my qualifications in more detail.

Sincerely,

India Davis

Enclosure: Resume