

# QUINTON RICE

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Hiring Manager  
Cornwall Irrigation Products  
345 Irrigation Rd  
North Salt Lake, UT 84054

1. Connect with and grab reader's attention

3. State why you are writing

2. Transition to next paragraph with a claim about your qualifications for this position (that you will back up in the next paragraph.)

Dear Hiring Manager:

When I saw the post on LinkedIn for the HR internship with Cornwall, my intellectual curiosity was peaked. The name felt familiar, but I was unsure why. I was pleased to realize that Cornwall Irrigation produced most of the products we used when my father and I redid his sprinkling system. I was even more interested when I read Cornwall's consistently positive reviews and determined that my current work experience—as my resume illustrates—has prepared me to thrive and make valuable contributions in this position.

4. Articulate how your background can meet your audience's specific needs.

For example, while acting as one of the managing directors for The USU Huntsman School Partners in Business group, I learned that our student-run, professional organization would be merged with the Business Council—a student-run body of volunteers. With little direction or strategic plan, I initiated discussions with both organizations to identify key performance metrics that would be paramount for the following year. Together, we defined the culture and organization that would be most effective moving forward and began to design the hiring process. After writing the job description and posting it, we recruited a record number of applicants and the difficult (but exciting) reality of the screening process began. Twenty-five candidates were identified and invited to interview. I even missed class to help interview every one of them and together we narrowed it to ten new hires that are currently onboarding. As we train and prepare our new team for success, I will continue to play a leadership role in this process.

Although I thrived amid the ambiguity of this process, I would like to expand my talent acquisition and onboarding capacities via a more structured role, within an international company like Cornwall. I would also enjoy learning to effectively measure and analyze HR processes and increase my abilities to provider higher ROI's for your company.

Thank you for your consideration. I am eager to learn more about this internship and discuss how I might contribute to your mission. I look forward to hearing from you soon!

Sincerely,

6. In a contribution-centered way, re-iterate why you want this job.

5. Thank the reader for their time and facilitate the opportunity for an interview.

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