

2700 West Mason Street  
Green Bay, WI 54303

September 15, 2019

Hiring Professional  
Human Resources  
The United Nations  
1775 K St NW #500  
Washington, DC 20006

Dear Hiring Professional

I was fascinated when I came across the Human Resource position posted on the organization's website. I have always been interested in working with the United Nations. As a Business Administration Management and a current Human Resources Management graduate student at Northeast Wisconsin Technical College with high-level administration skills and respect for diversity, this would be a great growing opportunity for me to be part of this challenging environment.

I am eager to work with the UN because I want to achieve lasting social change through the involvement of non-profit investments that require the composition of knowledge, negotiating skills and hands-on-experience with the private sector supported by disciplined rigorous administrative management. I want to explore the boundaries of my performance and increase my competency to take part in projects managing investments and related development programs to ensure the balance between philanthropy and financial viability. Being an expert in administration experience with non-profit organizations in raising funds, volunteering and coordinating support with strong analytical and communication background, I would like to offer my skills and expertise for the position.

My professional motivation is to work in a challenging work environment with the possibility for professional growth. In light of this, I am looking forward to a further meeting with you. Please do not hesitate to contact me by phone at 920.555.1212 or by email at jane.doe@gmail.com. Thank you for your time and consideration.

Sincerely,

*Jane Doe*

Jane Doe

Enclosure