

## CLIFTONSTRENGTHS FOR STUDENTS: COVER LETTER EXAMPLE

### Colin Winn

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Gabriel L'Arc  
Director of Human Resources  
L'Arc Human Resources  
123 Sherm Circle  
West Des Moines, IA 50266

Dear Mr. L'Arc:

I am writing to express interest in the Human Resources Generalist position posted on the L'Arc Human Resources website. I am excited to work for this company, as I have read reviews of the great services it has provided for the Des Moines, West Des Moines, and surrounding areas.

As my resume indicates, I am a recent graduate of the University of Iowa where I majored in management and organizations. The concentration I had with my major was that of human resources. I have found human resources fascinating since learning about the functions of it. I have a strong desire to work with people, but in the manner of helping them develop to their fullest potentials as working individuals in their roles.

Strength Demonstrated:  
**Woo** – connecting with customers rapidly can require winning others over quickly.

I bring to this role as well a lot of customer service experience, which I know would serve me well in working with clients. I understand the importance the customers hold for continued business operations. Customers are both those who come into L'Arc and are served by L'Arc. From my prior experiences with working with customers, I know I can build rapport quickly and connect well with people.

Strength Demonstrated:  
**Developer** – seeing the potential in others having the desire to help grow continuously.

My experiences and education have given a deeper understanding of human resources and customer service, both which make me a competitive candidate for the Human Resources Generalist position. I would welcome the opportunity to discuss this position in detail. Please feel to contact me should you need additional information. Thank you for reviewing my materials. I look forward to your response.

Sincerely,



Colin Winn