

# Peter J. Nelson

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January 20, 2004

Name, Title  
Organization  
Address  
City, State Zip

Dear:

Innovative thinking can clearly demonstrate the tremendous difference that cutting-edge HR practices can have on an organization. By building an effective HR infrastructure, providing strategic leadership, and controlling escalating compensation and benefit costs, you can immediately make your workforce a stronger, more cohesive team.

As a proactive, people-oriented leader with a stable foundation of business and management strategies, my top priority is developing the plan for achieving my operation's goals — and then laying out that vision to the team. Executing internal change and reorganizations that are critical to long-term success, creating an environment fostering individual growth, and developing teams who feel vested in the worth of the company are several key areas of accomplishment. My experience encompasses HR operations in 10 countries in North and South America, Europe, and Asia, including development of international compensation programs in Chile, Argentina, Peru, and Columbia. In addition, I have gained comprehensive knowledge working directly with key legal teams managing litigation issues.

Gaining the trust and respect of the Chief Executive Officer at (company name) after implementing a new perspective to the human resource function has been a rewarding experience. The economic environment is difficult for everyone, but it is a great time to be an organization transformer. Developing and introducing innovative HR practices, such as a performance management system and benefits that are more competitive, have contributed to the company's bottom line. Creating a safety department reduced workers' compensation costs by 60% per-hour-worked and training my team to use improved screening procedures and an excellent hiring model increased our retention rate by 51%.

Although secure in my current position, my goal is a challenging senior-level HR executive assignment with a company in need of strong and decisive organization leadership. After you have reviewed my resume, I would welcome a personal interview to discuss how my experience might best fit your needs. I appreciate your consideration and look forward to what I anticipate will be the first of many positive communications.

Thank you.

Sincerely,

Peter J. Nelson

Encl: Résumé