

**Karen O'Connor**

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May 15, 2004

Mr. Steve Smith  
Human Resources Manager  
California Health Group  
8000 Fourth Street  
Los Angeles, CA 90301

Dear Mr. Smith:

I am applying for the Human Resources Representative position advertising in the Sunday Los Angeles Times. I am graduating in June with a Bachelor of Science in Business Administration from National University. My academic training combined with my previous work experience strengthens my candidacy for the position.

Through my internship experience in the Human Resources department at Prints Plus I acquired an excellent understanding of the responsibilities and expectations associated with working in this field. This knowledge, combined with my computer proficiency in Microsoft Office Suite allows me to be extremely innovative and efficient. Additionally, I have developed strong written and verbal communication skills through human resources activities such as drafting job postings, evaluations, and speaking to audiences of over seventy-five people.

I believe that I would be a valuable asset to California Health Group. I look forward to further discussing my qualifications.

Thank you for your time and consideration.

Sincerely,

Karen O'Connor