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Mr. Samuel Hanson
Human Resources Manager
Wind Energy Corporation
122 South Street, #3000
Chicago, IL 60603

Dear Ms. Hanson,

It was a pleasure to meet you at the recent Strategic Human Resources Professional Seminar hosted at Loyola University Chicago. I appreciated your insightful remarks about Human Resources opportunities at **Wind Energy Corporation** and am writing to express my strong interest in the **HR summer internship**. I am confident that my business education complemented with strong analytical and leadership skills will enable me to add value to your HR team.

I am currently a student at Loyola's Quinlan School of Business and expect to complete my Bachelor of Business Administration degree with a double major in Human Resources and Spanish in May of 2016. I offer cutting-edge HR knowledge and skills gained during several Human Resources classes including Talent in the Global Economy, Organization Development, Employee Relations and HR Information Systems. I have applied numerous software tools to successfully complete compensation projects and HR Strategy presentations. I would like to bring my skills and talents to your HR global operations and will effectively manage the workload since I have worked part-time in the Loyola University Library while maintaining a 3.6 GPA during my second and third years in college!

Additionally, I have a track record for taking initiative and demonstrating strong leadership skills as evidenced by my ability to double the membership of the Human Resources Student Association (HRSA) organization from twenty to forty students, while serving as Membership Chairperson. I did this by applying a social media strategy and engaging new student leaders. Several professors have invited me to participate in student mentoring programs based on my dynamic interpersonal skills and bilingual abilities in welcoming new Spanish-speaking international students.

Thank you in advance for your thoughtful consideration of my qualifications. I have attached my resume and welcome the opportunity to talk with you further or schedule a face to face meeting at your convenience.

Sincerely,

Jane R. Rambler

[Signature]

Enclosure: Resume

