

GWEN LARSEN

October 3, 2006

Hiring Agent, Title
Company Name
Address

Dear Hiring Manager:

Your posting for a [position title] caught my attention as it seems an ideal match for my experience and talents. As a capable industrial health and safety professional with a solid technical background and a wide range of experience, I believe I am someone who will be an asset to your company. With a proven ability to implement health and safety initiatives that get results, I would like to explore the possibility of putting my skills and experience to work for you.

As you can see from my enclosed résumé, I have nearly three years of industrial health and safety experience. Currently working as a Health and Safety Consultant for an insurance company specializing in Workers Compensation, my main responsibility is to audit client work sites to evaluate health and safety risk. Working throughout the metropolitan New York region, I have audited variety f facilities and have developed a keen eye for safety infractions and improvement opportunities. Prior to that, I was safety coordinator for a metal recycling company, leading all safety efforts at one of their export facilities. Implementing new training programs, introducing a "Return to Work" program, and developing positive relationships with staff at all levels, I successfully put renewed focus on safety. In my two-and-a half years in that position, on-the-job injuries were reduced by 30%.

My success in these positions is defined by my dedication, team approach, and strong interpersonal skills. Skilled at identifying problem areas and recommending remedial action, I am also adept at building the individual commitment necessary to make a safety program successful. An acknowledged leader with excellent communications skills, I have proven to be a respected and valued resource. With a record of success behind me, I am confident that I will be an asset to you as well.

I would be pleased to have the opportunity to discuss future employment and look forward to speaking with you. Feel free to contact me at the address and phone number listed below.

Thank you for your consideration.

Sincerely,

Gwen Larsen

Enclosure