

TAO LIU

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Sep 28, 2026

Dear Hiring Manager,

I am writing to express my interest in the Human Resources position at Target Company. With a Bachelor of Arts in Human Resources Management and 12 years of experience as an HR Manager, I have developed a comprehensive skill set that aligns with your organization's commitment to fostering a dynamic work environment.

Throughout my career, I have honed my abilities in talent acquisition and employee engagement, ensuring that organizations not only attract top talent but also cultivate an inclusive culture where employees can thrive. My strong communication skills and leadership capabilities enable me to effectively manage employee relations while promoting collaboration within teams.

I believe that adaptability is essential in the ever-evolving retail industry. This mindset has allowed me to navigate challenges successfully while maintaining compliance with labor laws and organizational policies. Additionally, I am dedicated to developing training programs that enhance workforce skills and drive productivity.

Target Company's values of integrity, collaboration, and customer-centricity resonate deeply with me. I am passionate about empowering employees through innovative HR strategies that support business objectives while making a positive impact on both the community and industry.

I look forward to the opportunity to contribute my expertise at Target Company while working alongside a talented team committed to excellence. Thank you for considering my application.

Sincerely,

Tao Liu