

543 Rosewood Court
Plymouth, MN 55422
March 16, 2016

Human Resources
Medtronic
321 Parkway Drive
Minnetonka, MN 55422

Dear Hiring Manager,

I am writing to apply for the Human Resources Assistant position at Medtronic, posted on LinkedIn. I am enthusiastic about the scope of the position and I am confident that my experience in Human Resources, my abilities to work proactively, collaboratively and independently, and my professional drive will exceed your desired expectations.

Currently completing double majors in Communication and Psychology at the College of Saint Benedict, I have taken a variety of courses related to Human Resources including: Human Resources Management and Industrial and Organizational Psychology. I previously held a Human Resources internship at Cargill working with the Customer Excellence and Global Adjacent Markets teams. I was afforded the opportunity to learn foundational Human Resources knowledge, including HRIS systems, strategizing succession plans, assisting with the creation of job descriptions and handling confidential information. Prior to this experience I held a Staffing internship at Cub Foods, with a focus on recruitment and staffing techniques, and utilized attention to detail and organizational skills.

The Human Resources Assistant position aligns with my desire to grow in the Human Resources profession. As the Human Resources Club President at the College of Saint Benedict/St. John's University, making independent decisions on planning and organizing club events as well as delegating tasks for club members, are only a few examples of what I can bring to Medtronic. Through my education and experiences I have gained strong verbal, written and interpersonal communication skills that I can easily translate into a career at Medtronic as well as within my team. The Human Resources Assistant position aligns with my passion to help talent excel in their positions, with the ultimate end goal of benefiting the company.

I have attached a copy of my resume for your review and look forward meeting with you to further explore the contributions I could make at Medtronic. Thank you for your time and consideration.

Sincerely,

Jamie Gibbs

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