Crystal M. Williams

2023 Highland Ave.

**Anderson, IN 46011**

**317-956-2048**

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**May 1, 2019**

**NTN Driveshaft**

**7625 S Layton Rd**

**Anderson, IN 46011**

**Dear:** **Sir or Madame,**

**Your job posting for Human Resource Generalist Technician caught my attention because your key requirement for the position are strengths that I possess personally. I will also provide an aptitude for conflict resolution and problem solving; maturity, honesty; an ability to look at challenges as opportunities; an outstanding proven propensity for leadership; and a passion for diversity and excellent communication skills.**

**I exhibit strong attention to detail and the ability to keep projects moving forward. I am accountable, responsible, and a reliable team player that is willing to assist or lead when asked.**

**With great enthusiasm I look forward to meeting you in person to discuss my qualifications and experiences.**

**Thank you for your consideration.**

**Respectfully,**

**Crystal M. Williams**

***Enclosure (2)***