

Christine Graham  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

14th January 2014

Dear Ms Graham,

I would like to introduce myself as a candidate for the HR Manager position that your company advertised yesterday on the Dayjob.com website. My name is ....., and I have all of the qualifications, experience and abilities that you are looking for in a candidate.

At the moment I am working in the recruitment department for Browns Distribution, however I am very eager to join a dedicated, diverse and high-performing company like yours, where I can put my unique talents to good use.

After reviewing my attached CV, you will see that I have a long track record of placing the right individuals in the right positions. In my present role I am in charge of implementing and applying HR processes, policies and standards in a way that fits a company's cultural environment. Apart from my managerial skills, I am also fully competent in anticipating any staff talent needs and addressing them through proactive and effective recruitment and training. In addition to this, and as per your requirements, I am also capable of advising management on how to promote equality and diversity in the workplace.

I have a working knowledge of the latest HR practices & processes, and experience of recruiting staff, updating employee records, carrying out staff reviews, advising on remuneration issues and interpreting employment law.

My key strength lies in being able to develop work environment strategies that increase employee productivity, performance and satisfaction.

I would like to thank you in advance for your time, consideration and forthcoming response.

Yours sincerely,

Your name

Address 1

Address 2

Tel: 00 44 121 638 0026

Email: info@dayjob.com

[fb.me/vothanhthienvan](https://fb.me/vothanhthienvan)