

John Jones
18 Park Road
Sligo

Pauline Murphy
HR Manager
ABC International
XYZ Business Park
Sligo

1st September 2021

Re: Seeking HR role with ABC International

Dear Ms Murphy,

I recently read about the exciting expansion plans at ABC International and would like to introduce myself with a view to suitable HR roles arising within your team.

I am a graduate of NUI Galway and hold a Bachelor's degree in Commerce, complemented by a Master's degree in Human Resource Management. As part of my undergraduate degree, I undertook a 6-month work placement as HR Assistant in a multinational company where I gained exposure to all facets of the employee lifecycle. During this time, I got the opportunity to lead an employee engagement project and be part of the team that revamped the company's recruitment process, receiving excellent feedback from the HR Manager.

I believe that my academic qualifications, along with exposure to a fast-paced, dynamic, multinational organisation and ability to work well independently as well as part of a large team have provided me with the skills and experience required to succeed in a company such as ABC International.

Please find my CV attached for consideration for any suitable HR positions that may arise and please note that I can be contacted on 086 1234567 or johnjones@dmil.com at any time.

I look forward to hearing from you.

Yours sincerely,

John Jones