

Karen Cunningham  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

Date 28<sup>th</sup> January 2013

Dear Ms Cunningham

I am writing to express my keen interest in your vacancy for a HR Assistant which was recently advertised on the dayjob.com website.

My background in this field includes working in the ..... and ..... sectors, both areas that your job advert said a candidate must have experience in. In addition to this I have extensive knowledge of....., and also have considerable understanding of ..... and .....

As someone who is dedicated to providing the highest quality of service at all times, I am always intimately involved in everything that happens in a HR department. The foundation of my success lies in my talent and passion for the Human Resources field, and as a highly motivated person I always work hard to ensure that all processes are efficient. In every company I work for I not only bring new energy, fresh ideas and a different way of thinking, but also help fellow work colleagues to achieve their full potential.

With my present employer I have a well deserved reputation for getting all tasks given to me done on time and within budget. I have a track record of conversing confidently with colleagues and would also like to mention the great pride I take in organizing recruitment campaigns. For me it would be a honour to be a part of and contribute to a company like yours which is known for its talented workforce and high standards. I thank you for your time and I look forward to hearing from you in respect of an interview.

Yours sincerely

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