

Cover Letter Template

Dear Ms Kennedy

Re: HR Graduate Opportunity

I have pleasure in attaching my CV for consideration for the role of HR Graduate as advertised within NCI.

I am very interested in this opportunity, am very aware of Annaville Corporation as an organisation and that you have won the gradireland graduate recruitment award for training & development for both 2015 & 2016.

Specifically I believe I could offer the following to the position:

- I have maintained a 2:1 average throughout my degree during which time I gained a strong grounding in HR management & development, recruitment, talent development and employment law.
- I am committed to developing a career within HR and to augment my theoretical experience I secured practical work experience last summer within a recruitment role. During this time I sourced large volumes of candidates using both traditional and digital media, interviewed using competency methods and extended offers to successful candidates. I controlled the process tightly and had a 90% offer to acceptance ratio.
- I am highly motivated, hard- working, enthusiastic and pro-active as demonstrated through my involvement in extra –curricular activities in NCI.
- I have developed strong inter-personal, communication, teamwork and leadership skills through my part time work experience in the retail sector.

I would welcome the opportunity to meet with you and if you have any questions please do contact me at anna.annaville@gmail.com or 086 111 1111

I hope my details are of interest and look forward to speaking with you in due course

Yours sincerely,

Anna Annaville
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