

Dear HR Manager/ Dear Sir/ Madam,

I am contacting you regarding your advertisement for the human resources opening listed on your website. My interest in this position stems from my belief that I have the right combination of relevant staffing experience, communication skills, and high levels of organization that make me superb candidate.

To date I feel my strongest abilities are, increasing employee retention by rigorously maintaining a positive work environment, arbitrating labor disputes in collaboration with the legal department, creating user friendly application forms and questionnaires to be used by the organization during staff recruitment and interviewing

I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. I feel that relationship with your organisation would be mutually beneficial, as my educational background, and qualifications would make me a perfect fit for your Human Resource position, and would also allow me to refine my skills in a new working environment.

In closing, I would like to thank you for your time and attention, and I hope to have the chance to discuss the opening with you in person.

Sincerely,

Abdallah Najim.

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