

Loveness Mhina Michael,

P.O.Box 5015,

Tanga-Tanzanian.

16 / 06 / 2023.

Manager,

Danvast career search,

Ibeaco building, Ikungu St 14110

Dar es Salaam-Tanzania

Dear,

REF: APPLICATION FOR HUMAN RESOURCE MANAGER.

Refer to the heading above.

I am Loveness Mhina Michael a female Tanzanian with 27 years old, Holding a Bachelor of commerce in Human Resource Management acquired from University of Dodoma (UDOM) and also a diploma in Human Resource Management at Kampala International University of Tanzania (KIUT).

I am writing to apply for Human resource manager position. Due to my work experiences gained in different organization I accumulated extensive 3 years experience and skills at Human Resource and administrative department where by I was able to perform both human resource and administrative works under minimum supervision thus I wish to apply for this position for I am willing to use my working experience, skills and creativity in human resource as this job aligns with my goal to utilize my unique skills in your respected organization and also ready to learn new things .

In my role at Human Resources and administrative department I have proven to be a reliable, professional and efficient worker in human resources and also in administrative works such as typing office documents, receiving customers, answering office calls and directing them to the required office, assessing workers attendances and other duties assigned under human resource department . Given my responsibilities I was able to to accomplish them on time and effectively, also I am accustomed to performing important tasks in a high-pressure environment.

I believe that my combination of experience, skills and a positive attitude makes me in ideal candidate to fill this position.

I here by attach my curriculum vitae and my verified academic copies for references, if there is any more information that you would like me to provide please do not hesitate to contact me because I will be very delighted to here back from you.

Yours Sincerely,



Loveness Mhina Michael.

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