

HUMAN RESOURCE MANAGER

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Dar es Salaam

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Dear Hiring Manager,

Please accept my enclosed application for the position of Human Resources Manager at your company. Having read through your job description, I am thrilled to be applying for this position as my 7+ years of experience and skillset match the requirements you're looking for.

At my other company I worked as Human Resources, I am valued by the CEO and all staff as a critical support pillar for the team- manage the recruitment and selection process, handle official and legal matters of the company, implement HR strategies and initiative aligned with the overall business strategy, ensure legal compliance throughout human resources management, provide decision support through HR metrics, Trained other HR during a period of company hiring and I have successfully conducted comprehensive training sessions for all interns enrolled in hospital internship program every year ensuring that they pay explicit attention to company policies and minute details.

My cv goes into more detail about my daily job duties and achievement during my tenure as a Human Resources at two organizations. However, I believe that my cv demonstrate that I have the ability to perform the major HR/administrative duties, and train others in how to perform their role effectively, should the need arise.

I would love to have the opportunity to join the team at your company and use my skills to create an efficient, stress-free office environment. I believe that I can meet and exceed the expectations that you have for this role. I look forward to speaking more with you about my candidacy. Feel free to contact me any time.

Sincerely,

Mary