**HUMAN RESOURCES ASSISTANT COVER LETTER**

Mathew Gordon  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

18th September 20XX

Dear Mr Gordon,

HR is key to attracting and retaining the top talent of any company.

It is with pleasure and high expectation that I submit my application to you for the position of Human Resources Assistant. I am highly proactive and results driven HR professional, who enjoys being part of an energetic and dynamic team. I come to you with a reputation as a strong and committed worker, who has a very good understanding of HR selection processes, screening applicant CV’s, developing job descriptions, writing job adverts, checking application forms and maintaining employee records.

In my present role I am in charge of analysing CVs, interpreting employment law and advising others on Human Resource policies and procedures. As well as having a comprehensive familiarisation with performance management, I am also proficient in processing filing systems, maintaining databases, typing letters and reports and managing confidential information.

Further to all of the above, I have a long track record of providing advice and assistance on policies, procedures, legislation to both junior and senior staff. On a more personal level, I am passionate, enthusiastic, and driven to succeed in any tasks that I am given.

I look forward to the next step in this process, and thank you for taking an interest in my application.

Yours sincerely,

Karen Higgins  
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