

Entry Level Human Resources Assistant Cover Letter Template

John Ayomide
6 James Avenue,
Ikeja,
Lagos.
January 23rd, 2019.
080*****

Mr. Peter Samson,
Human Resource manager
MyJobMag Limited
7 Atunwa street,
Opebi,
Lagos.

Dear Mr. Peter,

It is with great enthusiasm that I apply for the post of a Human Resources Assistant that was listed on your career page. With a comprehensive knowledge of human resources operations gained from my education (BSC Human Resources and Personnel Management, University of Lagos.), I feel confident that I would significantly add value to your organization.

In my pursuit of a Master's degree in Organizational Psychology, I strengthened my understanding of diverse HR topics such as benefits administration and employee relations. Additionally, my professional background has included relevant responsibilities such as;

- Policy evolution and implementation
- Staff recruitment and training
- Records management, and cross-cultural communication

Achieving comprehensive knowledge of a broad range of HR issues, including employee recruitment and development, compensation structures, union and non-union employee contracts, workforce planning, federal HR regulations, and workplace diversity will help enhance my performance in this role.

I have always admired the name that MyJobMag Outsourcing Company has made for itself when it comes to providing clients with great team members and ensuring employees work in the best work environments. Having this in mind, working for MyJobMag Outsourcing Company will mean contributing immensely to the world of employment/recruitment for me. I look forward to discussing the position in further details. Thanks for the consideration.

Sincerely,

John Ayomide

MYJOBMAG ENTRY LEVEL HUMAN RESOURCES COVER LETTER TEMPLATE