

Professional Human Resources Cover Letter Template

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

Mr. Peter Samson,
Human Resource manager
MyJobMag Outsourcing Company
Obafemi Awolowo way,
Ikeja,
Lagos.

Dear Mr. Peter,

I am contacting you regarding your advertisement for Human Recourses Generalist opening listed on your career website. My six years in HR as an assistant and then, as a generalist, have allowed me to grow and develop both professionally in my HR knowledge and experience, and as an employee leader within my company.

I've spent the past six years working in the HR Department of ADEC Company's corporate headquarters in support of the 1,500-member global engineering group. After initial success as an HR assistant, I was promoted to my current HR generalist role.

My passion for people—combined with an understanding of HR best practices—has contributed to numerous HR initiatives delivering exceptional results. For example, my team and I:

- Increased the employee satisfaction index 16% by spearheading a “Flexible Work Solutions” employment program (a first within the company). This innovative program promotes non-traditional work schedules, work-at-home options and job-sharing partnerships.
- Created an ongoing training program on HR policies and SOPs that strengthened compliance, boosted morale and improved recordkeeping.

I am committed to helping companies to build strong work cultures and top performing teams, which I have learned is the vision of MyJobMag Outsourcing Company. I take pride in providing exclusive advisory and support services to my employers, and strive to serve as a catalyst for continuous improvement which working with MyJobMag Outsourcing Company will help me achieve.

I will welcome the opportunity to discuss how I fit into the role and company. Thanks for the consideration.

Sincerely,

John Ayomide

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