

Sample Cover Letter – General Application

Ms. Mary Jones
18 Sligo Park
Sligo

Mr. P. Murphy
HR Manager
ABC International
Sligo Town

1st February 2012

Re: Opportunities in Human Resources

Dear Mr. Murphy

I recently read about the success and continued growth of ABC International in The Irish Times. I would like to introduce myself to you as I believe I have the skills, qualifications and experience necessary to make a significant contribution to your organisation.

I am a graduate of NUI Galway and hold a Bachelor's degree in Commerce, complemented by a Master's degree in Human Resource Management. As part of my undergraduate degree, I undertook a 6 month work placement as HR Assistant in a busy multinational corporation and received excellent feedback from the HR Manager.

I believe that my academic qualifications, along with exposure to a fast-paced, dynamic, multinational organisation and ability to work well as part of a large team have provided me with the skills and experience required to succeed in a company such as ABC International.

Please find my CV attached for consideration for any suitable HR positions that may arise. Please note that I am available for interview at any convenient time, and can be contact on 086 7896543 or on maryjones@dmil.com

I look forward to hearing from you.

Mary Jones

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