

Sample Cover Letter for Full Time Position

Your Name

Address

Phone □

email

Date

Name of

Person

Company

Address

Dear Ms. / Mr. Name or Designation

I am very interested in your posting for Assistant Manager HR, which I found through the page of Career and Placement Center, CPC of North South University, NSU .My enthusiasm to work in the field of HR along with my recent Bachelor Degree with majoring in HRM and a minor in Marketing/ Intentional Business / Supply chain prompted me to forward my CV to you immediately with the hope of further discussion of my qualifications for this position.

In addition to my strong academic background, I have had valuable team building and leadership experiences, both as an individual and also in my volunteer work. Among all the academic projects and research I want to talk about **(than relate any of your work with the vacant position's qualifications)**.I was part of an active group of voluntary association **(than again mention with a correlation with the position)**.

The posting for the required position states that self-motivation and leadership are key qualities in a successful candidate your organization is looking for. I believe my background and dedication to service of those in need demonstrates my personal drive to make a difference and shows my ability to lead. I was also privileged to discover many social work and witness many trend change of market while working in different company when I use to do company visit to reach out for data to make projects and assignments.

I look forward to meeting with you to further discuss how I can make a positive contribution to XYZ organization as an Assistant Manager HR. I can be contacted through email **at (EMAIL ADDRESS)** or you can also communicate at **(Cell Number)** Thank you very much for your consideration.

Sincerely,

Signature

Name (typed)

Thank you
Job Counselor