

Dear Hiring Manager,

I am writing this letter and enclosing my resume to apply for suitable position on your organization. I am currently seeking a new challenging role in any Department that suits my knowledge and work experience. I enjoy providing support to the employees and Line Managers, I am very thorough in ensuring that my records are always kept up to date.

I am currently working as HR Secretary, whilst in this position I learned a lot about the role, and I am now ready to progress my career further.

Please find attached my CV which I believe shows my suitability for the role, if you want to discuss my application please call me on 36937023 or email me at maygflores1988@yahoo.com. I can make myself available at a time convenient for yourselves.

Kind Regards,
May Flores