Respected Sir,

I ‘m contacting you regarding your advertisement for Human Resources opening listed on your website. My interest in this position stems from my belief that I have the right combination of relevant staffing experience, communication skill and high level of organization that make me a superb candidate.

To date my strongest abilities are:

* Increasing employee retention by rigorously maintaining a positive work environment
* Have the confidence and assurance needed to be an effective negotiator
* Positive, confident and friendly demeanor with high level of integrity.
* Can operate at a fast pace and senior level

I consider my self to be a dedicated and dependable individual who possesses excellent verbal and written communication skill. I feel that a relationship with your company would be mutual beneficial, as my educational background, HR Experience and qualification would make me a perfect fit for your Human Resource position, and would also allow me to refine my skills in a new working environment.

In closing, I would like to thank you for your time and attention.

Sincerely,

Asha