Dear Sir/Madam,

I would like to apply for the post of HR / Adminsitration position in your esteemed organisation. Please find attached my CV that highlights my extensive experience in HR and Administration. I have the ability to lead the company by providing effective and efficiect Human Resources skills and scheduling training for staffs.

My key strength is people management skills. I have the ability to manage and supervise cross functional teams of HR assistants and interns. My pro-active management style, a ‘can do’ attitude towards seemingly unsolvable problems and am comfortable with being the ‘go to’ HR person in a company.

I look forward to discuss my application in person to secure an opportunity to be part of your team. Should you need any further clarification, please do not hesitate to contact me on my details below.

Your Sincerely,

Faiza Akhtar

**Faiza Akhtar**

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