Dear HR,

I am writing to express my interest in joining your firm. My resume is enclosed for your review and consideration and I am for any new challenging role.

I am well versed in employee relations, administration, recruitment and payroll cycle etc. I have experience working on the ERP system and able to adopt to the new technologies quickly.

I am a peoples' person and enjoy meeting and interacting with people. Believe in building corporate relationships to nurture Business Development.

I would like to thank you for your time and attention, and I hope to have the chance to discuss the opening with you in person.

Thanks & Regards

Steffi