



# JOHN SMITH

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HR Manager

**Hiring Manager**

ABC Corporation  
456 Oak Avenue  
London, UK

Dear Hiring Manager,

I am writing to express my interest in the Human Resources position at ABC Corporation, as advertised. With over 3 years of hands-on experience in employee relations, recruitment, and HR policy implementation, I am confident in my ability to contribute positively to your team and help foster a productive, compliant, and people-focused workplace culture.

In my previous role at XYZ Solutions, I led full-cycle recruitment efforts, onboarded over 50 new employees, and implemented an employee engagement program that improved retention by 20%. I have a strong understanding of labor laws (US and UK), and I'm adept at managing sensitive employee issues with professionalism and discretion.

Sincerely,  
John Smith



**Phone**

+1 (555) 123-4567



**Email**

john.smith@email.com



**Address**

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