

# JOHN SMITH

**HR Manager**

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**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.

What excites me most about ABC Corporation is your commitment to innovation and employee development. I am passionate about aligning HR strategy with business goals, and I believe my proactive approach and strong interpersonal skills make me a great fit for your organization.

Thank you for considering my application. I welcome the opportunity to further discuss how I can contribute to your HR team. Please feel free to contact me at your convenience to schedule an interview.

**Sincerely,  
John Smith**

**Phone** 

+1 (555) 123-4567

**Email** 

john.smith@email.com

**Address** 

123 Elm Street New York, NY 10001

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