

Simon Hall

HR Manager

Pen Solutions, Inc.

Dear Mr. Hall:

I am Michelle Imeren, and I recently earned my degree in Organizational Communication. I am sending you this letter to convey my interest to apply for the Human Resource Specialist that you posted at your company website.

As a graduate of Organizational Communication, I had enough training on handling organizations in different contexts. Similarly, I had also had exposure to corporate organizational communication that involves coordinating employees. Some of my specific competencies include staff training, team building, and event organizing. I believe I can contribute much to the growth of your company.

I am attaching my updated CV with this cover letter. Should you have any queries on my qualifications, you can contact me through the email address and mobile phone number I indicated in my CV.

I am hoping to get a favourable response from your end.

Sincerely yours,

Michelle Imeren