

Barbara Beispiel  
Musterallee 123  
45678 Musterstadt  
Deutschland



Mr. John Smith  
HR Department  
12 High Street  
London  
E1 7AX  
Great Britain

7th April 2020

Dear Mr. Smith,

### **Application as HR Specialist**

I am inspired to to pursue my interest in Human Resources at your company due to my passion of helping young professionals find a suitable career. Therefore, I am applying for the position of the HR Specialist at Personnel Solutions Ltd. As a highly motivated graduate with diverse experience in Human Resources, I would like to put your vision of hiring new talent into action.

During my studies of International Human Resources Management I was able to acquire a valuable understanding in this field. Through modules such as Personnel Development I successfully gained a more detailed knowledge. Furthermore, through the research for my final thesis "Training employees and how this affects organizational profit" I could gain an insight into the personal development of employees.

I was able to apply the knowledge I acquired throughout my studies in my job as an intern at HR Solutions GmbH. My responsibilities included composing contracts, organising personnel records and Employer-Employee Relations. During my internship I was able to not only demonstrate my knowledge in Human Resources but also my excellent communication skills. Prior to my internship I developed these communication and language skills in my job as a working student in customer service. Here I was advising international customers.

I am very motivated by the prospects of deepening my skills in personnel development. As I have developed a well-rounded skill set as well as interpersonal skills, I believe that I will be a valuable asset to the HR department of Personnel Solutions Ltd.

Please find enclosed my CV, which details my academic and career history to date, along with information about other qualifications. I would greatly appreciate being given the opportunity of an interview. Please feel free to contact me if you need any additional information.

Yours sincerely,

*B. Beispiel*

Barbara Beispiel