



Rafael van der Cammen
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[datum]

Dear Sir/Madam,

Subject: Human Resources Placement

I am a second-year BA Business Management student at StudentJob University, on track for a 1st classification. In response to your vacancy at [Name of Company] I wish to apply and express my interest. I am keen to develop a career in HR and complete the CIPD qualification.

I would like to work for [Name of Company], due to many reasons. Firstly, they are continuously raising awareness of data privacy, which I have a great interest in and wish to develop my understanding of cyber-security as I communicate mostly using emails. Secondly, I admire the values [Name of Company] incorporate into their business, for example, I undertook a module in Counselling Skills, which heavily focused on the importance of integrity. Thirdly, [Name of Company] continuous growth in providing international and award-winning services matches my determination to grow into a role that offers many opportunities in the HR industry. Furthermore, the array of benefits the company includes such as the 'Annual Kick-Off' event shows the support and fun [Name of Company] offers to its employees.

The role at [Name of Company] appeals to me greatly - in previous work experience I was responsible for training newly recruited employees and offered them support throughout their employment, therefore I wish to develop these skills further and apply them to a specific HR role. Responsibilities such as overseeing retention initiatives, organising development projects and managing employee relations are all areas of interest and therefore would apply my highly enthusiastic attitude to develop new and existing skills. I will be undertaking an optional module in 'Managing Human Resources', which focuses on developing my mindset on how to approach and resolve issues in the workplace, and will prepare me to work in HR practice. Additionally, I would utilise excellent customer service and interpersonal skills and apply them to a fast-paced HR environment.

I am suitable for the role at [Name of Company] and would apply many skills. Firstly, I have demonstrated my excellent interpersonal skills by working in a customer-facing environment and would use communication, motivation and team playing skills to ensure targets were met. I enjoy problem-solving and this has been developed by dealing with challenging customer complaints, I would neutralise the situation by applying negotiating and listening skills, which led to customers being satisfied. I will apply initiative to the role and this has been evident in my approach to University, which I successfully balance academic and extracurricular activities such as being Course Representative and Student Ambassador to continuously develop my professional profile.

I would like to thank you for considering my application, enclosed is my C.V with my contact details.

Yours faithfully,

James Smith

Mobile Number

Email address