

# Lesley Carmen

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Julie Bell  
Hiring Manager  
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Dear Sirs

I should like to apply for the role of HR Assistant, as advertised recently. I am currently doing my Chartered Institute of Personnel Development (CIPD) exams while working in a small family firm, where I have helped to create a staff handbook, update the website on the company recruitment policies and ensure that all notices were displayed correctly around the premises.

I also looked after the health and safety aspects regarding the communal facilities and ensuring that any issues were brought to the attention of the manager concerned.

I am very keen to further my career development and, although I have been extremely happy working for my current employer, I'd really like to expand my horizons and work for a larger company to enable me to develop my career in human resources. I am a good team player, and very discreet and tactful which I think is a prerequisite for working in HR.

I very much hope you will consider my application favourably; I am available for interview at your convenience. References available on request.

I attach my CV and look forward to hearing from you as appropriate.

Yours faithfully

**Lesley Carmen**

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