

# Brian Garvin

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Thomas Bell  
Hiring Manager  
Learnist Ltd  
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30 May 2013

Dear Sirs

I should like to apply for the role as HR Administrator, as advertised recently. I have worked in human resources for the last five years, placing advertisements for vacancies, sorting through the applications, preparing the short list, booking the interviews and looking after the candidates on arrival. I also help the HR manager with the staff handbook updates and ensuring that the company website is up-to-date with HR policies and information for candidates and staff. I look after the paperwork when a member of staff leaves and liaise with accounts to check the records to ensure that the company has exercised due diligence when preparing P45s. I am responsible for the office facilities (cloakroom, water coolers and provisions for the communal kitchen) and look after the Health and Safety handbook, making sure it is kept up to date and that all incidents are recorded.

In my spare time, I look after the family and I am also a member of the County Netball team.

I am available for interview at your convenience and references are available on request.

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

Yours faithfully

Brian Garvin

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