

SYED SIKANDER IJAZ GILLANI

HUMAN RESOURCE MANAGER

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COVERING LETTER

Respected,

Human Resource Manager

I am writing to express my interest in working for your organization and believe that I would be an asset to the team if given the opportunity. I have attached my resume for your review. I have sent my resume for your consideration and would be interested in hearing more about the organization as well as the opportunities that are currently available.

I have complete faith that the knowledge I have gained working in this industry would be beneficial to your firm. You will be able to see from my résumé that I have an established track record of accomplishments, which positions me to make significant contributions to your firm.

I am looking forward to our conversation so that we can discuss how my background and skills may best meet your requirements. In the event that you have any inquiries, please do not be reluctant to call me at the number shown below or to send me an email. I am looking forward to having a conversation with you.

Sincerely,



SYED SIKANDER IJAZ GILLANI