

ABC Chowdhury
R#12, H#17, Block#D Banani, Dhaka, Email:abc@gmail.com, Cell: 0177XXXXXXX

Date: XXXXXXXX

Shahriar Kabir (imaginary name)
Human Resources Director
Gulshan, Dhaka

Dear Mr. Rivera,

I was excited when I saw the vacancy announce **(you can mention the page or site you have seen the announcement)** where you were hiring for a Human Resources Executive at **(Company Name)**. **You can also mention the department if it is given.**

It is renowned, that how important teamwork is to your organization, and how much you need a sincere HR executive who can fit in with the department and hit the ground running on day one. I believe that I am the ideal candidate for your team.

In my current job, **(you can also start by saying or sharing experience of your educational understandings, if you are a fresher)** I created and track our onboarding program, including organizing background checks and new hire orientation. I also have extensive experience in:

- Data reporting/data entry on HRIS software
- Recruiting and hiring processes, including creating job descriptions and postings, screening resumes, and scheduling interviews
- Producing company events, such as the annual company-wide picnic (100+ employees from across the country)

I'd love to speak with you about my qualifications and what I can do for your team. I've attached my resume for your consideration. Please don't hesitate to contact me on my cell at (mention your number) with questions or to arrange an interview.

Best regards.
Your name

IMPORTANT POINTS TO REMEMBER

1. Please be noted if in the vacancy announcement, it is mention to direct the letter to the MD or CEO than, mention them as required.
2. Do not over space in-between the lines, follow the exact spacing that has suggested.
3. Using of company address is optional, if it is given you can use it, if not than you do not need to, rather you can also use the area name like : Motijheel and then Dhaka 1222
4. It is advice to follow the exact length of writing if possible.
5. Please be grammatically correct.
6. DO not say or talk about unnecessary topics.
7. Suggested to be specific towards the position you are applying for and do not overwrite your qualifications.
8. Always have a match with your educational background, your interest, your experience, your projects and assignments with the position you are applying for.
9. If the name of the Head of HR, MD or CEO is given to understand the gender of that particular individual than mention accordingly otherwise use both way like Sir/Mam or Mr. /Ms. would be preferable when the gender is unknown.
10. DO not forget to add date.
11. Please use correct way of spelling.
12. DO not fully copy the sample, remember the sample is to give you a guideline, based on your preferable position the wording and sentence and way of expression will change.
13. Change the inner body of the cover letter based on the vacant position you are applying with incorporation with your major subject.

Thank you
Job Counselor