

# [Cover letter](https://assignbuster.com/cover-letter-essay-samples-3/)

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HR Coordinator Tech Global People Programs (Company Address) of Applicant Address of Applicant September 4, Dear Recruiting Coordinator, I am writing tin response to the job opening that you placed in The Morning Globe for the position of HR Coordinator. I understand the need for the participation of a competent HR team when it comes to the importance of investing in human resource. This is a mission objective that was instilled in me during my studies at Y University in Korea.
It would be a genuine pleasure for me to become a part of your international organization both in my capacity as a an employee and a student simultaneously. Some points about me as an employee that you may want to take note of are:
I successfully interned at (name of company) where I learned to adapt to organizational cultures;
I worked with the DSN School where I developed my skills of empathy and understanding by working closely with students and their parents;
I was also a member of the Omicron Delta Epsilon Economics Honor Society and Pan Asian Leaders Ascend, academic clubs where one develops his leadership skills through and active social life and cultural experience.
I also participated in the Y Study Abroad program of Korea where I built my communication skills and created various contacts with my foreign classmates and counterparts. I believe that my unique training and potential for further development as a leader will make me a valuable addition to your HR team.
I am looking forward to coming in for a formal interview with you at your most convenient time. You can reach me during day and night time hours at the following number: (indicate contact number) . Or send me an email at the following address: (indicate email address)
Sincerely,
(Your Name)
(email)
(contact number)