

# Cover letter

[Business](#), [Human Resources](#)



HR Coordinator Tech Global People Programs (Company Address) of  
Applicant Address of Applicant September 4, Dear Recruiting Coordinator, I  
am writing in 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 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 an 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)