

Cover Letter

Dear Board of Directors,

I am writing to express my interest in exploring potential opportunities with your esteemed company. Circle K has a well-established reputation for its innovation, professionalism, and results-driven marketing strategy, which aligns perfectly with my own career values. I am confident that my experience in this field will be an asset to Circle K.

As detailed in my attached resume, I bring a strong track record of success in your field. However, I believe that a resume only offers a snapshot of what I can contribute. I would welcome the opportunity to meet in person, as I am eager to discuss how my experience, skills, and passion can directly benefit and its goals.

I would be happy to call you next week to discuss potential times for a conversation, Thank Circle K for your time and consideration, I look forward to the possibility of speaking with you and learning more about how I can contribute to Circle K.

Best regards,



Do Minh Huy



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Contact

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About me

I am a dedicated HR professional focused on creating long-term value through career development, not just filling vacancies. With expertise in recruitment, talent acquisition, and strategic HR management, My expertise lies in not only connecting the right talent with the right roles but also in helping individuals navigate their career paths in a way that aligns with both personal growth and organizational success. No matter the field, I am ready to contribute to the organization's development.

Skills

- Creative 
- Teamwork 
- Leadership 
- Presentation 
- Time management 
- Problem Solving 
- OKR Management 

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Software

- MS Offices 
- Google workspaces 
- Photoshop 
- HRIS (ERP) 
- Outlook 
- Draw.io 
- Onedrive 

HR Executive

Education

Hoa Sen University (2018 - 2022)
Bacelor of HR Management

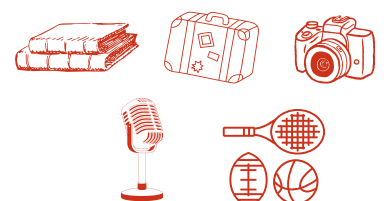
Reference

HR Manager - FPT Education
References available upon request

Certification

- Talent Acquisition - Coursera
- Recruiting, Hiring, and Onboarding Employees - Coursera
- Foundation of Career Navigating and Coaching - Coursera
- APTIS Band b2 - British Council

Hobbies



DO MINH HUY

CAREER HISTORY

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FPT EDUCATION (JUNE 2023 - PRESENT) POSITION: HUMAN RESOURCES SPECIALIST

- Successfully recruited 250 headcounts in 6 months, including 135 Master's and PhD lecturers, and 115 education officers. Optimizing recruitment from candidates with international educational backgrounds while ensuring compliance with ACBSP and Ministry of Education qualification standards.
- Led recruitment for senior management positions, PhD holders, Master's holders, and expats for FPT University, FPT Polytechnic, and international institutions such as Swinburne and Greenwich.
- Developed and maintained a high-quality and diverse candidate network across multiple industries, consistently meeting recruitment targets.
- Implemented comprehensive recruitment strategies aligned with organizational goals to streamline talent acquisition processes.
- Mastered recruitment procedures, onboarding training, and organized orientation sessions for groups of 40-50 people, held every two months.
- Managed candidate records on systems such as SSC and ERP, ensuring accurate data management.
- Collaborated with major recruitment platforms including VietnamWorks, TopCV, CareerLink, and Glints.
- Organized career fairs in partnership with major universities in Ho Chi Minh City and Dong Nai.
- **Achievements**
 - Reduced time-to-hire by 20% through optimization of recruitment processes.
 - Built a resilient candidate network that consistently fulfilled recruitment needs across diverse roles.

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CAREER HISTORY

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DECATHLON VIET NAM (MARCH 2022 - APRIL 2023) POSITION: SPORT ADVISOR (PART-TIME)

- Skilled in shift management, goal planning, and event organization for teams.
- Organized and led workshops, shared sports experiences, and hosted mini games for customers.
- Monitored revenue and inventory, ensuring supply to boost sales.
- Designed efficient layouts and ensured safety and communication standards.
- Proficient in CRM, E-commerce, logistics, and cash handling.
- Organized team-building activities and managed risk in customer interactions.
- Delivered exceptional customer service, driving sales and resolving inquiries.
- Supported inventory management, trained new staff, and processed transactions, contracts, and payments.
- Recruitment and People Engagement support for sports professionals seeking to source candidates with extensive industry knowledge.
- **Achievements**
 - Top Seller brand Football, Racket team Sport over 120% of shopping cart in 2023.
 - Host lead game sport program, work with business, invite Coach to attend workshops on major holidays 3 times a month. At least 40 people participate.

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CAREER HISTORY

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APG CONSTRUCTION JOINT STOCK COMPANY (DECEMBER 2021 - DECEMBER 2022)

POSITION: TALENT ACQUISITION AND PR INTERNAL

- Led recruitment for key positions including Site Managers, Construction Engineers, Safety Engineers, MEP Engineers, Shop Drawing Engineers, and IT specialists, working directly with the Project Director.
 - Successfully recruited an average of 20 engineers per month, ensuring the timely staffing of critical project roles.
 - Managed the full recruitment process from candidate sourcing and selection to onboarding and contract signing.
 - Handled internal communications, including writing and designing content for internal platforms and social media to enhance employee engagement.
 - Organized team-building activities for 70 staff members, promoting a collaborative work environment and boosting employee morale.
 - Coordinated internal company events and strengthened communication through social media initiatives.
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MASS RECRUITMENT & VIETGROUP TALENT (OCTOBER 2020 - NOVEMBER 2021)

POSITION: RECRUITMENT CONSULTANT (SHORT-TERM CONTRACT)

- Directly interacted with candidates to manage the recruitment pipeline and daily administrative tasks.
- Utilized recruitment software and Excel for tracking candidate reports and managing databases.
- Assisted in creative problem solving for recruitment challenges and prepared weekly reports.
- Sourced candidates and executed end-to-end recruitment processes.
- Posted job advertisements, built job postings on HRIS systems, and optimized recruitment effectiveness.
- Rebuilt candidate databases and managed interactions directly with applicants to solve queries.