Muhammad Saad Aijaz  
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Date: 22/12/2015

**TO WHOM IT MAY CONCERN**

Dear Sir,

I am interested in applying as fresh graduate **MPA- HR** hence the provision of covering letter.

I have had some exposure in human resources. My specific fields of interest are recruitment & selection, training and development and employee engagement. Aside from administration and management I have also covered the grounds in communication skills, policy formation & execution, marketing basics and IT. I have also learnt to work as a teammate and to support my group at times of need. I have participated in different seminars regarding my fields of interest which are headed by different experts of that field.

Previously, I have completed internships in three different industries. The initial two were in **PTCL & BANK AL-BARAKA** whereas the third one is at **HINOPAK MOTORS LTD**. I have had a great deal of exposure to hands-on-job experience and responsibilities over there.

I believe that I would be an asset to your organization. This experience would provide me with the ideal opportunity to assist at your organization and to expand my research skills.

I look forward to speaking with you about the possibility of me being onboard in your organization.

Thank you for your consideration.

Sincerely,

Signature:

Muhammad Saad Aijaz