*[Here](https://github.com/aliwahab1/sec-try.git)*

*Ali Abdul Wahab*

*12 Da-silva Street*

*Mushin,*

*Lagos, Nigeria.*

*0802-655-3471*

*Jbmail049@gmail.com*

*September 23th, 2022.*

*Judith Peterson*

*Human Resources Director*

*Capital Solutions, Inc.*

*101 Admiralty Way*

*Lekki, Lagos,*

*Nigeria.*

*Dear Mr. Judith,* */Ms. Last Name,*

*I was very happy when my friend, Daine James, told me that Capital Solutions are searching for a Human Resources Specialist with a minimum of two years experience.*

*From my research on the company, I learned that Capital Solutions see team work as an important aspect of performance that can help the company reach its goals, and how much the company needs a Human Resources specialist that would join the team and start performing at once. I believe that I am that ideal candidate for your team.*

*I am David Emmanuel, a graduate of Human Resources and Personnel Management from the University of Lagos. My 5 years of experience in Human Resources practices has made me become a Human Resources specialist.*

*In my current as the Human Resources Manager, I manage a team of 20 staff members, organize on-boarding program for new staff, and prepare pay role for the company. I also have experience in:*

* *Data entry and data reporting on HRM software*
* *Recruiting and hiring processes (which includes; creating job descriptions, posting job vacancies, creating candidate awareness on available job vacancies, screening CVs and scheduling interviews).*
* *Organizing company event. (Organizing end of the year party and team bonding events).*

*I would love to speak with you about my qualifications and what I can do for your team. Thank you for your consideration.*

*Sincerely,*

*(Signature)*

*David Emmanuel.*

Ali Abdul Wahab

08026553471

Surulere, Lagos

Access Bank

Lagos

Dear Sir,

I was happy to hear from getajobng.com that you are looking for a Bank Teller. I'm Ali a Junior Full Stack Developer from Lagos School of Programming. I have a good knowledge of applications and that makes me the best candidate for the job. I have a BSc in Physics and I'm also a father of two kids.

I would love to speak with you about my qualifications and what I can do for your team. Thank you for your consideration.

Sincerely,

ALI ABDUL WAHAB