

NGOKA
GEOFFREY
ONWENU

No

To :

**To whom it may
concern**

P. 08126608663
E. ngokagonwenu@gmail.com
L. Lagos

I am writing in regards to the vacant role at your organization. I am a graduate of Archaeology and Tourism undergoing my Human Resources Associate certificate program (HRCI) and believe that my skills and knowledge will make me a great addition to your team.

I was attracted to the Human Resources position because of the firm's reputation for high performance and excellence. Additionally, I believe that I meet the key requirements, such as attention to detail, excellent time management skills, good interpersonal skills, and experience with hiring employees. I consider myself to be a valuable asset to the organization due to my success in the following areas such as learning and Development , training planning, coordination and execution, recruitment skills, and effective use of technologies.

I am interested in setting up an interview to discuss how my passion for HR and previous experience could possibly help further the organization's successful track record.

Thank you for your time and consideration.

Geoffrey

Sincerely,
