**QUESTION: 1**

Suppose that COMSATS University is arranging a Job Fair at the end of December. Create a cover letter addressed to Manager Human Resource that you will use to present alongside your resume to the representatives of different organizations. The first paragraph should provide the reason of writing and showcase your interest for a particular position. The second paragraph should reflect pertinent skills and expertise to handle different challenges related to a particular job. This section is your space to prove that you are better than the other applicants. Conclude your letter sharing your contact details with an expectation to receive an interview call.

**ANSWER:**

**COVER LETTER:**

**To,**

**Manager HR**

**Dear Sir.**

I sent in my CV when I found out that the HR department was looking for a new intern. I believe that the knowledge of administrative support, program coordination and substantive issues that I have acquired during my training will be of great benefit to your organization during this internship.

**Highlights of my career.**

* Develop targeted recruitment plans to ensure qualified candidates are available and to meet the recruitment needs of all departments.
* Develop user-friendly forms and questionnaires for organizations to use during recruitment and interviews.
* Develop a thorough understanding of an array of issues regarding HR, which includes enlistment, planning for staff, regulations of federal HR laws, and diversity at workplace.
* Use managerial skills and administrative provision to increase progressions, exceed expectations, and optimize efficiency and productivity.
* Will have a thorough understanding of a variety of issues faced in the HR department which will include new recruitments, planning the workforce, federal rules and regulations, and diversity at workplace.

For more information about my expertise, please see attached resume.

I am a goal oriented person and I have excellent oral and written communication skills.

In future, I would like to work for a well-established bank like yours, where I can fully demonstrate my skills.

Thank you for your attention.

**Sincerely,**

**Mahnoor Qazi**

**Email address:** [**qazimahnoor8@gmail.com**](mailto:qazimahnoor8@gmail.com)