To,

Seimens Hiring Manager

I am writing to introduce myself as a candidate applying for Job Role – Junior Consultants (HR Administration) in your company. I have good academic record in MBA HR with good credentials.

I worked as a Senior Associate in Free Charge, EXL services and as a Process trainer at Hinduja Global Solutions. As a process trainer at Hinduja Global Solutions, I trained new hires and handed them to the floor. Conducted Refresher training session on Training Need and Identification (TNI) for floor agents and also conducted Mock practice sessions for effective hands on. And when the batch is not allotted used to hire people.

As I am interested into HR Administrations and as I would fit into this position, I am applying and I hope to work to the best of my abilities to add value to your firm and also to my own capabilities.

Thank you very much for your time and consideration. I look forward to hearing from you.

Regards

Uma Dammala