

17<sup>th</sup> October 2021

ATTENTION: Zane O'Brien  
Complete Business Solutions Australia  
300 Fictional Way  
Sydney NSW 20000

Dear Mr O'Brien,

**RE: Human Resources Consultant  
Position Vacant**

I am writing to you in response to your recent advertisement for the position of Human Resources Consultant.

Based on my broad experience in this area, I feel I would be well suited to perform in this role. I have comprehensive written and verbal communication skills and a very high level of attention to detail including a strength in processing and conducting data analysis.

As a consulting organisation like CBSA, ACME Consulting has helped me to develop a range of specific skills that relate to client management, as well as providing frontline support to management and employees across the employee lifecycle.

I have also been afforded the opportunity to work on a range of projects for our clients including:

- Design and delivery of bulk recruitment to support a client with rapid retail expansion.
- Provision of workforce analytics and projections to assist with resource planning.
- Design and development of performance management documentation and processes to support new start up tech organisation.

My current position, and previous experience working in an analytical environment, as well as my qualifications across Human Resources Management and WHS, ensure that I have a solid knowledge base on which to offer my skills in line with this position.

I did want to advise as part of the application process that I require the use of a wheel chair and as such would need considered workplace accessibility and workstation equipment (desk) that accommodate this.






I would very much appreciate the opportunity to discuss this role further and can be contacted via [pete.brett@hotmail.com](mailto:pete.brett@hotmail.com) or on 0406 000 666 at your convenience. I hope to hear from you soon.

Kind regards,

Pete Brett

Pete Brett

# PETE BRETT

1A/ 123 Madeup Lane, Sydney 2000   
0406 000 666   
Pete.Brett@hotmail.com   
Pete.Brett   
Pete.Brett 



## OBJECTIVE

Highly qualified HR Consultant with experience in the HR industry. I enjoy talking to people, problem solving and working on new and interesting projects and initiatives.



## EDUCATION

### Certificate IV in Human Resources | Online Academy

DECEMBER 2019

### Certificate IV in Workplace Health and Safety | Online Academy

DECEMBER 2017



## EXPERIENCE

### HR Consultant | ACME Consulting

2016 - NOW

In this role I have had the opportunity to work on a range of HR projects and initiatives while supporting my client group with all their people matters.

Project work has included:

- Design and delivery of bulk recruitment to support a client with rapid retail expansion.
- Provision of workforce analytics and projections to assist with resource planning.
- Design and development of performance management documentation and processes to support new start up tech organisation.

### Data Analyst | ACME Finance

2012 – 2016

In this role I was responsible for data analytics relating to sales and marketing initiatives. This gave me valuable insight into the value and use of data to determine resourcing needs and application with a strong focus on attention to detail (error free reporting).



## SKILLS

- Extensive experience with HR principles and procedures
- HR Project Management experience across a range of programs
- Extensive client management experience across industries
- Sound written and verbal communication skills
- High level attention to detail
- Data management and analytics
- Strong systems application (MS Office, MYOB, SAP HR)