

19/10/21

CBSA
Attention: Jane O'Brien
300 Fictional Way
Sydney NSW 2000

Dear Jane,

Position: HR Consultant

I saw your recent advertisement for the position of HR Officer and feel I would be a great fit with your company.

I have a lot of experience across HR with a focus on recruitment and workforce planning. This included a review of the scalable recruitment process and peak resourcing for holiday times, developing and delivering a simpler process.

During this time I was also in the position of HR Manager and was managing my own HR Consultants.

Prior to this I was responsible for managing employee records for all employees at A1 Dealership.

I am very personable and able to talk with all stakeholders across the business as needed. I have experience with small and lge recruitment and employee records using a bespoke payroll system.

Please call me on 0408 000 888 to organise a time for discuss my application for this role. Thank you.

Kind regards,

T. Cruz

Taylor Cruz

TAYLOR CRUZ

HR Consultant

PROFILE

I am a keen HR practitioner and am looking for an opportunity to develop and expand on my HR skills and knowledge.

CONTACT

PHONE:
0408 000 888

WEBSITE:
Website goes here

EMAIL:
TC_piechamp156@hotmail.com.au

EDUCATION

Certificate IV in Human Resources Management

Tyler College

Started 2021 – due to complete 2022

[It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.]

WORK EXPERIENCE

A1 Construction HR/recruit Consultant

2021–2021

In this role I'm responsible for the recruitment and selection of labourers to work on multiple sites across NSW.

A1 SuperStore HR Manager

2020–2021

In this role I was managing a team of 2 HR Consultants in relation to all HR programs and policies. This included a review the scalable recruitment process and peak resourcing for holiday times.

A1 Dealership HR Administration

2018–2019

In this role I was responsible for processing all employees records and support line managers to implement HR programs across a staff of 50 people.

SKILLS

I am very personable – easy to talk to – experience with recruitment and selection - know how to use Microsoft outlook, word and excel – can organise employee records – file management.