NOMSA DLAMINI

Pretoria | 072 567 8901 | nomsa.dlamini@email.com

[Date]

[Hiring Manager's Name]
[Job Title]
[Company Name]
[Street Address]
[City, Postal Code]

Re: Application for the position of [Job Title]

Dear [Mr/Ms Surname / Hiring Manager],

After [six] years as a [retail store supervisor], I am making a deliberate move into [human resources], and I am excited to apply for the [HR Assistant] role at [Company Name]. I recently completed a [Higher Certificate in Human Resource Management], and I bring practical people-management experience that I believe sets me apart.

As a supervisor at [Store Name], I [recruited and trained more than 20 staff members, drew up weekly rosters for a team of 15, and handled staff queries and minor disciplinary matters]. This gave me first-hand experience of the day-to-day HR tasks described in your advert, as well as the [Basic Conditions of Employment Act] in practice.

The skills I have built transfer directly to this role: [communication, confidentiality, conflict resolution, accurate record keeping and working under pressure]. I am confident these, combined with my new qualification, will allow me to contribute from day one.

Thank you for taking the time to consider my application. I would welcome the opportunity to explain in an interview how my experience can benefit [Company Name].

Yours sincerely,

Nomsa Dlamini
Attached: CV, certified copies of ID and qualifications

Free template from CareerConnect. Delete this line before sending.