Alicia Woods

24 Jubilee Gardens

Staining

Blackpool

FY3 0EL

28th November, 2017

Dear Sir/Madam,

I believe I have the required skills, knowledge and qualifications for the role advertised. Being someone who has experience within a legal and human resources setting, I thrive in challenging environments; whilst possessing extensive knowledge of the practice of employment law.  I consider myself to have strong communication and interpersonal skills with the ability to be diplomatic and objective when providing advice on complex employee relation issues to managers, evidenced in my current role as a HR Advisor and previous employment as a Chartered Legal Executive Lawyer specialising in the practice of employment law.

I believe the job description provided within the advert is very similar to my current job description at N-Compass North West Ltd. On a day to day basis I provide first line generalist HR advice and support on terms and conditions of employment, providing managers with advice on any employee relation cases with a view to resolve matters. I regularly use our HR system Cascade to ensure employee records are up to date and produce monthly reports on various HR metrics for Finance and Senior Management Team meetings.

I hope that on consideration of my CV you will be persuaded of my potential to perform well and make a real contribution to your company.

Kind Regards,

Alicia Woods

Mobile: 07974258833