

HSBC

London, UK, 21 December 2023

Dear Hiring Manager,

I am writing to express my keen interest in the Human Resources Internship position at HSBC UK, where I can leverage my strong academic background, practical experience, and passion for HR to contribute to the company's success.

At the University of Essex, I have gained a strong understanding of HR principles, practises, and legislation through courses such as HR Management, Employee Relations, and HRIS (Human Resource Information Systems). I have also gained hands-on experience managing teams, conducting employee satisfaction surveys, and handling HR queries, including payroll, staff contracts, and benefits administration.

My practical experiences in various roles, such as a Shift Manager at McDonald's and a Volunteer Coordinator at Remploy, have complemented my academic knowledge with hands-on skills in managing teams effectively, conducting employee satisfaction surveys, handling HR queries, and maintaining payroll and staff contracts.

I am drawn to HSBC UK's reputation for valuing employee engagement and upholding high HR standards. I am eager to contribute my skills and enthusiasm to your team and learn from experienced professionals. I am confident that my hard skills and experience will make me a valuable asset to HSBC UK.

Thank you for considering my application. I look forward to discussing my qualifications further.

Sincerely,

Penelope Johnstone

# Cover Letter Guide Login

**Steve Kern**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the Steve Kern text bar.

## Cover Letter Guide Login:

An Innovative Approach to Career Counseling Angie C. Smith, Katherine Peterssen, 2023-04-15 Captures the changing landscape of career counseling useful well beyond the classroom Written expressly for career counselors in contemporary practice this accessible text delivers the wisdom and insight of experienced practitioners who bring the core tenets of career development counseling to life with practical applications diverse stories from the field and activities to reinforce knowledge The authors interweave research theory and the challenges of daily practice encompassing both career and mental health considerations and demonstrate proven strategies for working with varied populations in multiple settings All chapters include learning objectives a warm up exercise and the contributions of experts in each content area Each chapter links subject topics to counseling skills and examines the use of cutting edge technology in career counseling practice along with examples and tips Case studies demonstrating real world applications emphasize ethical dilemmas and highlight diverse approaches clients and settings Chapters also provide key terms and resources for further study and reflective questions and activities in each chapter encourage students to revisit chapter content and apply key concepts Additional resources include information on resume development interview preparation cover letters mock interview scripts and career fair preparation tools Instructors will welcome an Instructor Manual Test Banks Instructor Chapter PowerPoints and Video Podcasts with content experts Additional student resources and worksheets are also available for download Key Features Shares wisdom and real life career related experiences and strategies from practitioners working with varied settings and populations Engages students in their own professional preparation with examples of activities they can use with their future clients Explores the use of the newest technology in career counseling Emphasizes the need for mental health and wellbeing in relation to career counseling Discusses ethical dilemmas faced by career counselors in many settings and how they were successfully resolved Includes reflection activities practitioner perspectives student voices counseling skills connections mindful moments tech tools and more in each chapter

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