12 January 2009  
Will Morgan

Deutsch Clothing Company

1600 Pennsylvania Ave NW

Washington DC 20502  
Dear Mr. Morgan:  
SUBJECT: APPLICATION AS A HUMAN RESOURCE ASSISTANT  
Good day! I am actively seeking a Human Resource Assistant opportunity in a fast-paced and demanding multi-tasking office. I have worked with Nikon Fashion and Designs for two years as Human Resource officer. It has trained me to do multi-tasking of the different facets of human resource in the clothing industry. I would like to continue my career at Deutsch Clothing Company.

During my tenure in my former company, I have shown my employers and co-workers exceptionally good management skills in organizational objectives and demands. As the Human Resource Officer, I have learned different techniques and management skills in recruitment and training. In addition, I am already very well-versed with the compensation and benefits requirements and management. I was also a part of the special committee on events. I have worked hand and hand with almost all of the departments of the company. I am sure that I can become an asset of Deutsch Clothing Company.

I would greatly appreciate if we can set a personal interview this week of early next week. You can reach me anytime at (735) 673 8365 or email me at [kath\_smith@hotmail.com](mailto:kath_smith@hotmail.com). Thank you for your consideration.

Yours sincerely,

(Signature)  
Katherine Smith