

Rachel Adeyinka

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Ms Joanna Mercer
HR Manager
Westbury Care Group
Orchard House, 12 Whiteladies Road
Bristol BS8 1PD

Dear Ms Mercer

Application for HR Advisor (ref. WCG-HR-07)

I am applying for the HR Advisor post at Westbury Care Group. I have five years' HR experience in a 600-person logistics business across three sites, and I hold the CIPD Level 5 Associate Diploma in People Management.

I support managers on about 30 absence, grievance and disciplinary cases a year, from planning the first meeting to drafting the outcome letter. When short-term absence was rising, I introduced return-to-work meetings at all three sites, and it fell from 4.8% to 3.6% in a year.

I also run recruitment for about 120 hourly roles a year, including right-to-work checks and contracts, and I rewrote our absence and flexible working policies and trained 25 line managers on them. Recruiting and keeping care staff is a challenge I would like to work on.

My CV is attached. Thank you for considering my application.

Yours sincerely

Rachel Adeyinka