

Dear Sir/Madam,

I am seeking an enriching position that will leverage and develop my knowledge and skills. Throughout my professional and academic careers, I have attained an international and multi-industrial experience in Human Resources Management. I am exposed to the American, European and Middle Eastern markets and have worked at the Management Consulting, Higher Education, Hospitality and Retail industries. The following is a brief of my qualifications, experience and skills.

I have a PhD in Business and Economics from the University of Leeds, specializing in Human Resources Management and Knowledge Management. My MBA is from the Lebanese American University, and my BBA is from the American University of Beirut. Moreover, I have completed the learning system of the Society for Human Resources Management and attained the Professional in Human Resources (PHR) certificate from the Human Resources Certification Institute (2006-2009).

My academic experience is within the disciplines of Strategic Management, Human Resources Management and Knowledge Management. I have contributed to the design and delivery of several courses in Human Resources, Management, Industrial and Employee Relations, Economics, and Quantitative and Qualitative research methods. Based on my research throughout my graduate and doctoral studies, I have published several academic papers and magazine articles. Also, I have participated at various local and international conferences.

My professional experience is within the vicinity of Human Resources and Business Operations that entailed intensive HR roles and general business knowledge. I am experienced with the whole employment cycle – including recruitment and selection, performance appraisal, compensation management, training and development, retention management and employee relations. Also, my previous occupations included roles in public relations, financial performance, purchasing and sales, maintaining customer and supplier relationships, management consulting and the generation of feasibility studies and business reports. Most of my previous occupations entailed managing significant number of employees and reporting to the highest management level within the hierarchy.

My analytic and research skills are advanced – developed and demonstrated throughout my academic and professional exposure. I am an expert in collecting and analyzing quantitative and qualitative data. Also, I have strong communication skills – verbal and written. This is demonstrated through my expertise in writing business reports, magazine articles and academic papers – in addition to delivering professional and conference talks – targeting various audiences in business and academia.

I am quite comfortable to work within a team and equally good as an independent contributor. My academic and professional roles have required working under pressure, multi-tasking, delivering within tight timeframes, achieving high levels of quality, designing and introducing change mechanisms, and demonstrating commitment and high ethical standards.

I look forward to meeting you to discuss this job opportunity further. You may always contact me through email at [hadi.elfarr@gmail.com](mailto:hadi.elfarr@gmail.com). Alternatively, please call me at (413) 835-1582. For more details on my qualifications and experience, please visit my personal website at [www.hadielfarr.com](http://www.hadielfarr.com).

Sincerely,

Hadi El-Farr  
PhD, MBA, PHR

**PS:** I am legally qualified to work in the USA, thus no sponsorship is required (neither now nor in the future)