YOUR STORY

Your next chapter

HR adviser, ready for an HR business partner role

SAY IT OUT LOUD

Your Elevator Pitch

Thirty seconds, for a recruiter call or the start of an interview.

I'm an HR adviser, known for calm under pressure and organising people. A result I'm proud of: complaints resolved within target rose from 61% to 88% in eighteen months. More recently, I completed a Level 5 Associate Diploma in People Management, worked as a customer services team leader and served as an events coordinator with Station HIVE and community centre. Now I'm looking for an HR business partner role in the public sector, where I can bring all of that together.

PUT IT IN WRITING

Your Professional Summary

For LinkedIn and the top of your CV/résumé.

I am an HR adviser with 7 years of experience, relied on for calm under pressure, organising people and getting things finished. My work has included Harbour Housing Association and Westshire County Council. Alongside that, I have relocated once, and in doing so re-established a home on the patch, two school places, a doctor and a dentist, and a circle of friends through the station HIVE within the first term. It has made me quick to settle, quick to contribute and unflustered by change. I completed a Level 5 Associate Diploma in People Management with CIPD. I am now looking for an HR business partner role in the public sector where I can bring all of that to bear.

What You Bring

budget management · volunteer leadership · event organisation · coaching and training · customer focus · organisation and coordination · team leadership · financial administration · welfare and safeguarding · languages

For a Cover Letter

A PARAGRAPH TO ADAPT

I am applying for the HR business partner role in the public sector because it asks for calm under pressure, organising people and getting things finished, and those are the things I have been doing, in paid roles and unpaid ones, for 7 years.

New Leaf Sample Career Story · © 2026 Mrs Elle Anderson · andersonco.uk/newleaf

Licensed under a Creative Commons Attribution-Non-Commercial-No Derivatives 4.0 International Licence.
Share it freely with credit. Please don't sell it or share altered versions. creativecommons.org/licenses/by-nc-nd/4.0

Your Chapters

PAID AND UNPAID, ALL OF IT COUNTS

2023 – NOW

HR adviser (fixed-term contract) *Westshire County Council*

Advise managers on absence, performance and recruitment across three directorates.

2021 – 2023

Level 5 Associate Diploma in People Management *CIPD*

To turn years of running teams into a recognised qualification.

2020 – 2021

Caring and family

Full-time care for our youngest and a parent recovering from surgery, while managing a house move back to the UK.

SO WHAT *This was part of getting my father back to living independently and the family settled in a new school and house in the same year. He was home and independent within nine months, and both children started school on the first day of term.*

2017 – 2020

Relocation *to Germany*

My professional registration, a part-time bookkeeping role for a local charity, and our family finances across two currencies. A home on the patch, two school places, a doctor and a dentist, and a circle of friends through the station HIVE within the first term. What it gave me: conversational German, how to get things done in a system I did not grow up with, and that I am the person new arrivals come to.

2018 – 2020

Events coordinator *Station HIVE and community centre*

Planned and ran monthly events for 60 to 120 families, managed a small budget and a team of volunteers.

SO WHAT *The HIVE existed to help families settle quickly; the events were how people met each other in the first month. Newly arrived families who did not yet know anyone on the station. Without it, new arrivals would have waited for the next big event, which came twice a year. In numbers: from about 60 families a month, and the same faces each time to over 120 a month and a waiting list for the summer event. The committee that took it over is still running it.*

2014 – 2017

Customer services team leader *Harbour Housing Association*

Led a team of nine handling repairs and tenancy enquiries; ran the rota, coached new starters and owned the complaints process.

The Chapter Between Roles

WHEN THEY ASK ABOUT YOUR TIMELINE

> *That time was some of the most productive of my career. I completed a Level 5 Associate Diploma in People Management, served as an events coordinator with Station HIVE and community centre and took on full-time responsibility for family. It's left me ready for an HR business partner role, and keen to put it all to work.*

You've added value. You've gained new skills. You've grown.

Take a quiet moment with this before your next interview. Notice how much you bring, and carry that into the room with you.

New Leaf Sample Career Story · © 2026 Mrs Elle Anderson · andersonco.uk/newleaf

Licensed under a Creative Commons Attribution-Non-Commercial-No Derivatives 4.0 International Licence.
Share it freely with credit. Please don't sell it or share altered versions. creativecommons.org/licenses/by-nc-nd/4.0