HRGO recruitment

Passionate about finding people jobs

Hi [redacted]

Thank you for your application to Administrator.

At HRGO, we've been connecting candidates with great opportunities across the UK since 1957. From Kent to Glasgow, we've helped thousands of people find local jobs every day.

But we think recruitment can be better. Too many job seekers invest time into applications and hear nothing back—it's frustrating, stressful, and unfair. That's why we're testing something new: an exciting AI technology that gives you automatic feedback on every application, every time.

Meet Betty!

Betty is our new AI assistant, and she's here to help. She's still learning, but her goal is to make sure every candidate gets feedback on their application, something we believe all job seekers deserve.

In this email, Betty has provided AI-generated feedback on your application. We're testing her responses and would love to hear what you think.

A few things to keep in mind:

- Your application hasn't been reviewed by a human yet.
- This feedback won't affect your application—it's for your information only.
- Your thoughts and feedback will help us improve Betty's performance.

Take a look at what Betty has to say, and let us know how she did! Together, we're working to make recruitment fairer, clearer, and better for everyone.

Strengths:

- You have extensive customer service experience, which is very important for the Office Administrator role.
- Your role as Company Secretary shows strong organisational skills and attention to detail, which are key requirements in the job advert.
- You have experience in processing orders and handling customer enquiries, which aligns well with the responsibilities listed in the job description.
- Your full clean driving licence and own vehicle meet the requirement for transport due to the location of the job.

Areas of Improvement:

- The job advert mentions the need for strong communication skills, both verbal and written. While your CV shows experience in customer service, it would be helpful to provide specific examples of your communication skills, such as how you resolved customer issues or worked with a team.
- The role requires proficiency in using office software and databases. Your CV does not specify your skills in this area. Consider adding details about your experience with office software, such as Microsoft Office or any databases you have used.
- The job requires the ability to multitask and prioritise tasks. You could enhance your CV by including examples of how you managed multiple tasks or prioritised work in your previous roles.

Summary: You have a strong background in customer service and administration, which is a great fit for the Office Administrator position. To improve your chances, consider adding more details about your communication skills and office software experience. Highlighting your ability to multitask will also strengthen your application. Overall, you have a solid foundation, and with a few adjustments, you can make your CV even more appealing for this role.

Please let us know what you think about Betty's suggestions here! If you'd like to give us more detailed feedback, you can reply to this email.

Thank you for your time and feedback!
From all of us at HRGO

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