

Corporate Intern Cover Letter

2476 Roob StravenueFrancescofort, MN 71274

Dear Tatum Bednar,

I submit this application to express my sincere interest in the corporate intern position.

In my previous role, I was responsible for hR direction and support for the corporate office including onboarding, employee relations, Workday employee related data entry (hires, terms, leave administration, etc.) disciplinary actions, training and ad hoc data requests.

Please consider my experience and qualifications for this position:

- At least moderate experience in using Microsoft products (Word, Excel, PowerPoint)
- Computer savvy and interest in learning new software
- Can commit to full time hours in the Summer and part time hours in the Fall
- Exposure to the marketing creative process
- Experience using creative software such as Adobe or Photoshop
- Technical knowledge and understanding of current web technologies
- Comprehensive knowledge of personal computers
- Motivated individual with a sincere interest in hospitality

Thank you for your time and consideration.

Sincerely,

Armani Jast