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# Example of HR Assistant Cover Letter

86881 Dennis Ford  
Lorrineburgh, PA 22339

**Dear Emerson Schmidt,**

I am excited to be applying for the position of HR assistant. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for guidance to HR Heads to ensure org initiatives and associate impacts comply with policies, practices and employment law.

My experience is an excellent fit for the list of requirements in this job:

* Able to work constructively under stress and pressure
* Previous experience working with an HRIS preferred
* Walking, standing, sitting in normal office environment
* Stooping and bending while filing folders
* Success at setting and managing priorities (for self and for projects), handling multiple assignments and deadlines, while operating in a flexible, professional manner
* Proficiency in MS Office applications such as Word, Excel, Access and Powerpoint
* High proficiency in Google applications and tools
* Prior experience with M-Pathways, eRecruit and Business Objects

**Thank you for taking your time to review my application.**

Sincerely,

Sawyer Bednar