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# Example of HR Expert Cover Letter

9592 Spencer Inlet
Harveyside, VA 44907-7086

**Dear Robin Jacobi,**

In response to your job posting for HR expert, I am including this letter and my resume for your review.

In my previous role, I was responsible for input to the HR Shared Services (HR SSC) team or Centers of Expertise (COE) regarding localized needs and the effectiveness of HR programs & services to ensure strategic alignment and compliance to core HR processes, procedures and practices.

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

* Purposeful, Innovative, Future-Oriented, Collaborative, Empowering and Results driven individual
* Confident in the role of a “translator” between business requirements and service delivery
* Strong collaboration and communication skills across cultures and management levels
* Knowledge of HR processes and systems preferred
* Build a talent network while growing our organization’s employment brand across the industry
* Demonstrate a working knowledge of current best-in-class recruiting practices and an exceptional personal bias for action
* Establish a relentless approach to nailing the details, driving processes and managing goals
* Demonstrate strong analytical skills, with experience influencing leaders with well thought out recommendations

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Reese Ryan