

Associate, Acquisition Cover Letter

2638 Andrea MissionWest Debifort, IN 59556-7592

Dear Greer Ryan,

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

Previously, I was responsible for ongoing analytical support to Business Division and various levels of management in the organization related to Pricing and other issues.

Please consider my qualifications and experience:

- Participates in HR program initiatives and projects as assigned
- Requires the use of analytical and critical thinking skills
- Self –motivated, self –starter, self-learner
- Broad experience working in compliance with Human Resources policies and procedures that address hiring procedures, employment laws, disciplinary issues, termination activity, turnover issues and other human resources issues
- Offer considerations and equity concerns
- Excellence in building and maintaining positive working relationships
- Knowledge of recruiting techniques and employment policies and procedures
- Experience using Microsoft Outlook calendar for the purpose of scheduling meetings

I really appreciate you taking the time to review my application for the position of associate, acquisition.

Sincerely,

Dylan Simonis