

Generalist Cover Letter

5892 Denver LakeLake Heideberg, ME 22149-8372

Dear Oakley Swaniawski,

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

In my previous role, I was responsible for consultation and support to managers understanding core HR practices around performance management, and other employee relations issues, including performance counseling, discipline and termination, workforce planning, risk management and employment law implications.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- PHR or SPHR designation preferred
- Working Knowledge of local, state and federal labor and employment laws and regulations
- Experience conducting and managing investigations of a complex/sensitive nature including EEO related allegations
- Knowledge and facility for interpreting and communicating federal and multi-state employment laws and policy
- Schedule panel interviews, writing job offer letters
- Prepare and maintaining job postings and related documentation
- Maintain and process all unemployment claims
- Analyze turnover data to identify trends and elevate information to stakeholders for recommendations

Thank you for considering me to become a member of your team.

Sincerely,

Ari Lakin