

Generalist Cover Letter

3745 Ricardo Orchard East Martynport, WA 05166-1215

Dear Zion Mante,

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

In the previous role, I was responsible for hR generalist support to clients, with a focus on employee relations, employee counseling and performance management.

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

- Works closely with property management and employees to improve work relationships, build morale, increase productivity and retention
- Conducts exit interview, record feedback/dialog, and report patterns to management
- Assists in the handling of unemployment compensation claims
- Facilitates identified training programs for the property
- Conducts frequent assessments on the success of these initiatives and make recommendations to support increased readership & effectiveness of these communication sources
- Provides HR Policy guidance and interpretation consistent with Core and Local policies, State and Federal statutes and collective bargaining agreements, where applicable
- Collects, analyzes and looks for trends in human resources data to make suggestions relating to HR strategy- turnover, recruitment, engagement, and leadership opportunities
- Assists with design and execution of engagement, wellness and retention events

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

Sincerely,

Lennox Ratke