

Generalist Cover Letter

155 Stefan Court Kacichester, AK 51649

Dear Avery Grady,

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

In the previous role, I was responsible for comprehensive HR services including manpower planning, benefits administration, performance management, training and development, employee relations and internal communication.

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

- Experience in large multi-site company preferred
- Collect and enter hours worked for employees
- Process and pay taxes
- Knowledge and understanding of employment laws, human resources theory, practices and legal requirements to act as a subject matter expert to business groups
- Skills in Microsoft Office suite and other data management and/or reporting applications to be able to meet analytical and administrative requirements (i.e., presentations, communication documents, analytical queries)
- Experience in a Manufacturing plant setting
- Capable of dealing with sensitive matters in a professional and confidential manner
- Driven, self-starter comfortable working on their own or with a team

Thank you for taking your time to review my application.

Sincerely,

Avery Crist