

Generalist Cover Letter

975 Volkman PortLake Enriquefort, NE 64768-1605

Dear Avery Champlin,

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 guidance and counsel to employees and managers regarding basic employee relations issues; respond to external state and federal agencies to investigate and resolve employee complaints.

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:

- Solid experience in driving positive employee relations, to include strong problem solving and investigative skills
- PHR/SPHR or equivalent preferred
- Experience with creating and updating organizational charts
- Human Resource experience should include familiarity with and experience in recruitment, employee relations and employee communications
- Strong network and interaction skills
- Post Secondary diploma in a HR-related discipline or equivalent
- Proficient in Microsoft Office products, and knowledge of Work Day (HRIS Program) and KRONOS (timekeeper) a definite asset
- Writing skills – able to communicate effectively in written form in order to write grievance responses, document disciplinary action and assist with written performance improvement plans

Thank you for your time and consideration.

Sincerely,

Sawyer Hamill