

Generalist Cover Letter

875 Nelda Drives O'Hara furt, ME 32737-1389

Dear Greer Wiza,

Please consider me for the generalist opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for general HR support to business leaders in functional areas including: talent acquisition, talent management, policy administration, employee relations, FMLA administration and HR compliance.

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:

- Demonstrated experience in Labor / Employee Relations
- Proficient use of MS Office software including Excel, Word, and PowerPoint
- Familiarity with Enovia and SAP- strong advantage
- Knowledge of medical Regulatory standards (13485, CFR21 820/11) – an advantage
- Solid works knowledge - an advantage
- Experience processing leaves of absence
- Experience administering benefits
- Experience with and understanding of HR rules and regulations

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Hayden Johnston