

# Head, HR Cover Letter

3725 Ullrich View East Noelfort, VT 68582-8820

**Dear River Zieme,**

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

Previously, I was responsible for legal support and guidance to managers on difficult employment topics and manage the relevant legal processes.

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:

- Knowledge of manufacturing processes & systems
- HR policies & Processes – Knowledge on labour laws
- Work with country Executive Committee to develop commercially driven HR Strategy in line with the Group People Strategy, and oversees day to day HR activities and processes such as recruitment, learning, succession planning, performance management and rewards policies in country
- Monitors and improves Career Development, Diversity & Inclusion, and Employee Engagement in country by embedding it in leadership behaviour and HR and Business processes, to establish an engaging organisational culture amid changes and ambiguities
- Use human capital metrics to anticipate and identify local trends, risks and needs within the business and translate these into strategic and relevant HR deliverables, managing their deployment into the business Provides relationship management and advice to the country CEO and senior executives on strategic and operational human capital issues in country, by leading the alignment of the People Strategy to the Business Strategy and clearly articulating the value to the business
- Proactively interacts and collaborates with HR Generalists and Specialists to understand overarching issues, to leverage ideas and ensure consistent services and processes providing a 'consistent' employee experience in

- Lead the continuing development, implementation and improvement of the processes, structures, capabilities, capacity and infrastructure needed to deliver agreed plans and targets, collaborating with colleagues to maximise end to end integration, effectiveness and efficiency
- Lead the development, implementation and maintenance of a regional HR management information, analysis and reporting framework that supports and informs timely and effective business management and decision making at all levels

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

Sincerely,

Frankie Mohr