

HR Admin Assistant Cover Letter

992 Cremin Common Fritschfurt, SD 95153-9937

Dear Sam Schuppe,

I submit this application to express my sincere interest in the HR admin assistant position.

In the previous role, I was responsible for incident support for Microsoft Exchange, Skype and related applications to include troubleshooting, maintenance, and resolution within SLA guidelines.

Please consider my experience and qualifications for this position:

- Prior experience with HR software
- EOS preparation
- CV screening and arrangement
- Training record maintain
- Support for HR Manager's working if need
- Previous experience as a Human Resources Director and as a classifier desirable
- A working knowledge in the use of various automated programs to produce work products, , database, spreadsheet, word processing, Microsoft Word, Excel, Access, Power-point, and Outlook
- Sets and attains high levels of quality and productivity for self

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

Sincerely,

Stevie Jaskolski