

# HR Admin Assistant Cover Letter

2555 Zulma Causeway Johnathonstad, MA 79939-9620

**Dear River West,**

I am excited to be applying for the position of HR admin assistant. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for office support directly to office manager in 40-person occupied space, assisting with special office + team projects.

Please consider my qualifications and experience:

- Analyzes and integrates verbal, numerical and other types of data
- Rapidly learns new tasks relevant to own job and quickly commits information to memory
- Sets self clearly defined tasks in line with objectives set by the line manager
- Good knowledge in accounting & payroll
- Subject Matter Expert in social legislation & payroll processes
- Analyses data to find actionable solutions
- Advanced level of communication skills (written erbal – interpersonal communication on different levels (Front line / Senior Management)
- Consistently working against the right priorities

**Thank you for taking your time to review my application.**

Sincerely,

Corey Runolfsson