

HR Admin Assistant Cover Letter

61206 Legros GatewayMarquardthaven, OH 23314-3694

Dear Marion Stoltenberg,

I would like to submit my application for the HR admin assistant opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for backup support on the maintenance of a large and complex integrated program schedule in Microsoft Project.

Please consider my experience and qualifications for this position:

- Intermediate to advanced experience with Microsoft Office (Word, Excel, Access, PowerPoint and Outlook) - Preferred
- Prior experience with HR software preferred
- Computer proficiency, experience with MS Office applications
- Uphold integrity and secrecy
- Accurate, attention to details and timeline
- Reward and payroll
- Career break and Sabbaticals
- Sickness administration

Thank you for taking your time to review my application.

Sincerely,

Finley Barton