

# HR Admin Assistant Cover Letter

7669 Olimpia VistaLake Sherrillfort, NE 18742-8785

**Dear Onyx Rath,**

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

In the previous role, I was responsible for expertise in Microsoft Office 365 architectural design, development, implementation and management and provide guidance on the performance impact of the architecture.

My experience is an excellent fit for the list of requirements in this job:

- Confronts and works to resolve tough issues
- Succeeding in virtual communities
- Advanced PC user (Excel, Word, Power point, ...)
- Human Resource Administrative Assistant experience – Preferred
- Advanced computer skills in MS Office environment, Outlook, experience in PeopleSoft, SharePoint, TMS (Monster) and KRONOS
- Professionally interact with internal and external customers
- Prior experience with HRIS, SAP, Kronos, Database and applicant tracking systems preferred
- Significant secretarial/administrative experience preferred, preferably in an HR environment

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Max Koelpin