

HR Admin Assistant Cover Letter

46268 Keenan SpurManchester, SD 22552-5535

Dear Sam Goodwin,

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 oversight and insight for the top leaders at Microsoft, leveraging business understanding to connect leadership effectiveness plans with the broader Microsoft ecosystem.

Please consider my qualifications and experience:

- Filing and other general administration processes
- Exception management and quality control
- Be a champion of process and service delivery, supporting coaching and sharing knowledge with the team
- Provide a client focused experience through the timely and accurate completion of queries and activities
- Take ownership for queries and escalations, escalating to the Team Leader if necessary or specific cases to the appropriate HR Services team or third party provider
- Provide cover and support to the HR Helpdesk during busy periods
- Flexible and agile approach to support HR Service activity
- Able to manage own workload and can prioritise accordingly

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

Sincerely,

Zion Dickens