

HR Assistant Cover Letter

25671 Casimira RidgesZonafort, NM 86838-2341

Dear Onyx Schneider,

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

In the previous role, I was responsible for direction and guidance to the Facility Managers and other senior leaders on HR policies, practices, procedures and employment law, ensuring fairness and consistency.

Please consider my qualifications and experience:

- Excellent skills in an MS office environment, including Excel, Word, PowerPoint, etc
- Strong verbal and written communication skills, good team-player
- Highly motivated, customer focused, and well organized
- Good English in reading, writing and speaking
- Experience with market salary research
- Proficiency w/ MS Excel
- Great benefits offered
- Able to safely drive a vehicle

Thank you for your time and consideration.

Sincerely,

Emerson Kuhn