

# HR Clerk Cover Letter

9189 Abram CenterLake Treva, RI 07412

**Dear Dallas Monahan,**

In response to your job posting for HR clerk, I am including this letter and my resume for your review.

In my previous role, I was responsible for management support to the Human Resource function in the areas of data, analytics, and systems training.

Please consider my experience and qualifications for this position:

- Scanning all employee files, terminated to current employees
- Upload all scanned documents to an ATS system
- Excellent professionalism, compliance, and task completion skills
- Requires High school diploma or general education development (GED) diploma
- Requires knowledge of word processing, spreadsheet and data base software
- Possess satisfactory knowledge of employment law, training and development, conflict resolution, global and cultural awareness, HR expertise and relationship management
- Working knowledge of Microsoft Office products (Word, Excel) and basic accounting
- Experience in a filing room or document storage environment an asset

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

Sincerely,

Tatum Baumbach