

# HR Clerk Cover Letter

47766 Dominic Crossing Abbottfurt, WI 14212-1549

**Dear Peyton Stamm,**

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

In the previous role, I was responsible for operational human resource information and analysis relating to workforce profiles and trends, benchmarking data and analysis advice.

Please consider my qualifications and experience:

- High School Diploma and/or Technical Education
- Experience in Manufacturing Industry preferably
- Providing telephone and office receptionist services
- Maintaining an office calendar and tickler file
- Processing documents, including official correspondence, (finalize draft, track through review process, gather signatures, make copies, distribute and upload to customer website)
- Providing and compiling data for recurring status reports and creating and updating graphs for Performance Self-Assessment (PSA) metrics
- Incorporating updates and formatting internal operating documents (IODs), Instructions, Manuals, Work Procedures and desk guides
- Maintaining log of documents checked-out and returned

**I really appreciate you taking the time to review my application for the position of HR clerk.**

Sincerely,

Finley Erdman