

HR Clerk Cover Letter

21097 Swaniawski Oval West Margareta, LA 43562

Dear Dallas Kunde,

I am excited to be applying for the position of HR clerk. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for hRIS/payroll transactional support, processes HR transactions, provides HRIS reports and to business leaders data analytics to support decision making.

Please consider my experience and qualifications for this position:

- Track monthly safety training and entering the information into safety database
- Experience in a fast pace environment preferred
- Professional, confident, organized and able to stay focused on assigned tasks
- Prioritize efficiently and attention to detail
- Typing with speed and accuracy (50 wpm or higher)
- Positive work attitude, takes ownership of their results
- Proficient PC skills, preferably MS Office Outlook, Excel, & Word
- Knowledge of packaging equipment and materials

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

Sincerely,

Lennox Abernathy