

HR Clerk Cover Letter

53287 Precious BurgsLake Devin, PA 86347

Dear Briar Roberts,

Please consider me for the HR clerk opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for back up to HR Coordinator in performing data entry and generating data reports from HRIS (Workday), Compliancewire, Taleo and Catalent's Performance Management systems, including processing of employee-related actions.

Please consider my qualifications and experience:

- Sending out reminders for attending scheduled events and for completing committed actions
- Updating databases and spreadsheets with current information
- Complying with records management requirements
- Assisting with hiring, onboarding and terminating employees and contractors
- Maintaining the customer's emergency recall List/Call Tree
- Experience in scheduling and coordinating training events
- Experience with Human Resources procedures specifically hiring and terminating
- Effective oral and written communication skills in working with employees

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

Sincerely,

River Quitzon