

HR Clerk Cover Letter

603 Kizzie LakesArmstrongton, NC 76683

Dear Sam Hansen,

I would like to submit my application for the HR clerk opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for administrative and human resource function support by performing general clerical duties (e.g., filing, keying, faxing, answering phones); entering data in multiple systems; scheduling appointments and maintaining logs; and preparing, reviewing, and analyzing reports and other paperwork; processing human resources (HR) reports and documents; processing paperwork; and preparing and reviewing reports.

Please consider my qualifications and experience:

- Effective problem solving skills and capable of applying common sense understanding to carry out instructions
- Track attendance and maintain attendance database in Microsoft Access for more than 1,000 employees
- Work closely with supervisors to ensure appropriate corrective actions are issued in a timely manner
- Prepare weekly employee attendance reports and notify supervisors regarding issues
- Maintain data for employee, assign lockers for multiple departments, and resolve issues regarding the lockers and employees
- Assist with payroll processing for two locations up to 1,500 hourly employees
- Assist with vacation tracking and verification for 1,500 hourly employees
- Prepare new hire orientation folders and binders

Thank you for considering me to become a member of your team.

Sincerely,

Emerson Stehr