

# HR Internship Cover Letter

1861 Domenic PlainsJerdeton, WA 72642-3818

**Dear Royal McDermott,**

I submit this application to express my sincere interest in the HR internship position.

Previously, I was responsible for advice and support to the business leaders and managers to make informed HR decisions consistent with business objectives and within the legal framework.

My experience is an excellent fit for the list of requirements in this job:

- Solid competency in Microsoft Office Suite
- Able to work primarily from Santa Clara, Hillsboro, Chandler, or Folsom
- Detail oriented Proficient in Word, Excel, PowerPoint, and e-mail
- Microsoft Excel advanced (VLOOKUP, formulas...)
- Skills for team work
- Relevant experience in Human Resources, in an international company
- Observing and learning alongside our HR team
- Assisting the HR Co-ordinator in special projects

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

Sincerely,

Azariah McClure