

# HR Internship Cover Letter

22000 Willy LightAngelicburgh, TN 20535-9019

**Dear Shae Kuhlman,**

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

In my previous role, I was responsible for support and assistance to the Associate HR Business Partners and HR Business Partners when dealing with employee queries or people initiatives.

Please consider my qualifications and experience:

- Able to handle volume hiring
- Customer/end-user mindset
- Committed to improvement
- PowerPoint, Word & Excel Proficiency
- Being a student or a fresh graduate
- Confident and persuasive telephone manner in the English language
- Strong organisational and admin skills
- Familiarity with IT technologies

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Dallas Christiansen