

# HR Internship Cover Letter

2951 Bogan Road New Lowellport, MO 77213-7088

**Dear Justice Hayes,**

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

Previously, I was responsible for insights (analytics) to the management and HR team to make more informed people decisions and to feed into the HR strategy.

Please consider my qualifications and experience:

- Passion for future-proof HR, employee experience and customer obsession
- Working knowledge of MS Office and SharePoint
- Very good knowledge microsoft office (word, excel, power point ect ect)
- Undergraduate in Human Resources/Business Administration/Sciences or equivalent with a minimum 3.0 GPA and above
- Fluent English essential, both written and oral
- Excellent administrative skills including proficiency in MS Office
- Committed to offering the highest professional standards
- Document processes relating to the internship program, revise and update internship materials such as the Hiring Managers' Guide and the Intern Guide Book

**Thank you for your time and consideration.**

Sincerely,

Lennox Schmitt