

HR Internship Cover Letter

7200 Markus BrooksSouth Pasqualechester, WY 16600-3149

Dear Sutton Wuckert,

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 Partner and HR Business Partner when dealing with employee queries or people initiatives.

Please consider my qualifications and experience:

- Adaptable and flexible – able to take direction from multiple individuals and groups
- Able work in a fast paced and, at times, ambiguous environment
- Advanced in excel (V Look Ups, Pivot Tables)
- Interested in HR topics
- High attention to detail and confidentiality
- Basic knowledge of human resources field
- Ambition, Organization, Autonomy, and Proactivity
- Fluent in French and English is necessary

Thank you for taking your time to review my application.

Sincerely,

Spencer Torp