

# HR Internship Cover Letter

20837 Von Plains North Stefani, TX 13088-0630

**Dear Haven Abshire,**

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

In the previous role, I was responsible for analytical insights to make more informed business decisions and meet the needs of the evolving Platform solutions.

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

- Data collection and data analytics
- Pre-workshop preparation, post-workshop documentation and feedback summary preparation
- Event/activity organization and logistic preparation
- MS Office (Word, PPT, Excel)
- Maturity to safeguard confidential information
- High attention to detail under tight timeframes
- Intermediate MS Excel and Powerpoint skills (see table below)
- Prefer a career interest in Human Resources

**I really appreciate you taking the time to review my application for the position of HR internship.**

Sincerely,

Greer Medhurst