

HR Internship Cover Letter

37333 Orn MountainLangworthtown, MS 97160-9690

Dear Rory Lebsack,

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 the previous role, I was responsible for daily operational HR support to directors, managers and employees and answer HR related queries in a timely manner.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Possess strong detail-oriented and organizational skills
- Previous exposure to event planning and marketing on a large scale
- Proficient use of Microsoft Office applications and social media platforms
- Demonstrated experience planning and coordinating multiple events from start to finish
- Persistent in getting things fixed, driving for results
- Able to deal with and understand sensitive data
- Familiar with and has advanced Excel proficiency
- Assist employees in finding information on regular queries, advising on sources of information available to employees

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

Sincerely,

Alexis Fadel