

# HR Reporting Analyst Cover Letter

60069 Wolff WayGeneside, AK 16348-4511

**Dear Ryan Collins,**

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

In my previous role, I was responsible for the technical and functional expertise regarding Workday and Greenhouse applications, as well as other HR systems tools supporting Integration and reporting.

Please consider my experience and qualifications for this position:

- Advanced Excel skills including pivot tables, advanced formulas
- At least 2 accounting courses with minimum B grade
- Provide HR reporting and analytics support and expertise as part of cyclical HR activity Pay and Bonus review, Performance Management, Talent review
- Produce data visualisations and use data visualisation techniques and tools
- Advanced user of Microsoft Office, in particular Excel (Pivot tables, V-Look up )
- Rewards) programs
- Intermediate to advance working knowledge of MS Office Suite, specifically with MS Excel vlookups and pivot tables
- High level of financial acumen preferred

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

Sincerely,

Marion Torp