

# HR Reporting Analyst Cover Letter

96247 Abbott UnionWest Jaysonfort, AZ 91072-4379

**Dear Denver Bruen,**

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

In the previous role, I was responsible for program Support for Government human resource areas (e.g., Human Resources Information Systems (HRIS), workforce communications, employee awards/recognition, Federal Employee's Health Benefits), by performing data input, quality assurance, data analysis and review, technical writing, writing/editing workforce communications on HR topics, export reports and disseminate workforce information using a variety of web-based tools, HR systems and databases and excel spreadsheets.

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

- Excellent attention to detail and analytical acumen
- Knowledge and experience of BI reporting systems and applications (APIs, EDIs, Tableau, ) preferred
- Provide operational support to Tier 3 analytic leaders
- Provide functional and testing support for projects like PeopleSoft, HRA and Cornerstone
- Expertise in PeopleSoft data structure, tables and preferable experience in PeopleSoft 9.1 or 9.2 versions
- Expertise in building reports and dashboards in PeopleSoft Query Manager and OBIEE(Mandatory)
- Knowledge of HR is preferable but not necessary
- Demonstrated success in attention to detail, accuracy, problem-solving and critical thinking

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

