

# HR Reporting Analyst Cover Letter

3637 Chas WellLake Rickey, CO 26260

**Dear Parker Wyman,**

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

Previously, I was responsible for reporting and metrics to support Human Resources/Human Capital systems such as Workday and ensure enterprise-wide data integrity and quality assurance.

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:

- Proficiency in PeopleSoft HRIS, Query reporting tools preferred
- Provide analysis and other demographic data that would be utilized by user departments
- Proficiency in MS Office software suite (Word, Advanced Excel, PowerPoint)
- Extensive Workday Reporting experience including Composite Reporting and Trended Worker Reporting is mandatory
- Experience supporting and/or configuring other modules of Workday including HCM, Payroll, Talent and Compensation
- Experience using data visualization tools such as Tableau, Qlik, Visier or other similar software
- Expert in using Microsoft Excel to analyze complex data sets
- Expert in creating captivating presentations using Microsoft Power Point

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Gray Langworth