

HR Reporting Analyst Cover Letter

46079 Greenfelder KeysGreenholtport, DE 81061-6504

Dear Finley Bailey,

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 support for people data reporting and dashboard systems to HR users, including ad hoc reporting projects.

Please consider my qualifications and experience:

- Workday experience and experience with Workday's report writing tools
- Advanced skills working with large data sets in reporting tools and other software such as Microsoft Excel and Microsoft Access
- Advanced skills using Microsoft Excel and Microsoft Access
- Advanced problem solving skill needed to troubleshoot issues, identify root cause and recommend solutions for data feeds and reports
- Knowledgeable of SQL, XML and XSLT
- Familiarity working with Data Warehouse
- Intermediate working knowledge of MS Access
- Knowledgeable in VISIO and MS Project

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

Sincerely,

Lennox Skiles