

# HR Service Administrator Cover Letter

156 Thurman BurgsNorth Vickie, IL 59688-7470

**Dear Corey Batz,**

In response to your job posting for HR service administrator, I am including this letter and my resume for your review.

In my previous role, I was responsible for back office support to all HR processes and administration related to the integration of The Netherlands organization.

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

- Promote the culture where line managers are aware of and own issues within the business
- Support the development and implementation of the appropriate policies, and framework to address issues
- Working towards CIPD or CPP or payroll related qualification or relevant HR/Payroll experience
- Experience of working in HR or Payroll team, ideally within a customer orientated commercial environment
- An understanding of employment legislation, its application and best
- A broad understanding of the HR employee lifecycle
- Knowledge of DHL DC HR processes and procedures
- An understanding of the role HR Customer Service Delivery plays and its interactions with other HR functions across the employee life cycle

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

Sincerely,

Landry Murray