

HR Service Administrator Cover Letter

6067 Wolff Isle Antonyport, AK 64360-5525

Dear Marion Gleichner,

I am excited to be applying for the position of HR service administrator. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for guidance and oversight to the Run the Bank function that administer security controls of both core HR applications for professional HR users and portal based applications for customers of HR.

Please consider my experience and qualifications for this position:

- Deals with confidential or sensitive issues discreetly
- Confident, articulate and comfortable providing support
- Always approaches things from the customer's perspective seeing potential problems & finding solutions
- Develops great customer relationships, is honest and fair always accessible and approachable
- A confident individual who has previous experience within customer service, within an HR or payroll team would be highly desirable
- Highly organised, a team player, a great communicator and carry a genuine interest in offering a 5* customer service experience
- Experience of using Microsoft Office applications (excel, word, outlook)
- Experience of using Workday would be highly desirable

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

Sincerely,

Morgan Baumbach