**HR COVER LETTER**

Aasiya Dhibar

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Javier, Inc. Miami, FL, United States

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Dear Hiring Manager,

I was excited to discover that you are seeking to fulfill the HR Business Analyst position at Javier, Inc. on Indeed.com. I believe that my career history makes me a perfect candidate for the role.

Currently, I am an HR Business Analyst at Javier, Inc. There, I am responsible for coordinating multiple key company HR functions, developing and implementing new HR strategies, and improving existing processes. This tremendous experience has allowed me to become an effective team player and helped me to acquire exceptional analytical skills which I believe would be a great contribution to your company. Just a handful of my achievements include:

* Reducing employee turnover by 55%
* Completing all assigned projects within budget and schedule
* Won the Employee of the Year Award once for constantly executing perfect work

On top of my experience, I am a holder of a bachelor's degree in Business Administration from the University of Miami. At the university, I was involved in multiple clubs and societies and I served as a President of the TEDx Club for 2 years. In addition to being a native Hindi speaker fluent in English, I am skilled in using all software programs necessary for the role, including BambooHR, Zenefits, and Deputy.

Please find attached my resume for your review. Thank you for your time and consideration. I look forward to speaking with you in the near future.

Yours sincerely,

Aasiya Dhibar