**HR COVER LETTER**

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Spaxx, Inc. London, United Kingdom

Dear Hiring Manager,

When reviewing your posting on LinkedIn.com for the HR Analyst role at Spaxx, Inc., I was excited to discover that your requirements closely match my experience and skills.

Currently, I am an HR Analyst at JQ Group, LLC. Besides investigating employee relations issues and working on the constant improvement of all company HR policies, I also implement new systems, monitor HR expenses, and develop employee benefits programs. Just a handful of my achievements include:

* Reducing unnecessary HR costs by 10%
* Awarded Employee of the Year for smashing all targets

In addition to my decade of experience, I hold a Master of International Business Management degree from the University of Glasgow, where I was on the Dean's List for my 4.0 GPA and served as a President of the HR Society. My academic and professional experiences have helped me become an effective leader who functions well in fast-paced, deadline-driven environments.

As a native Slovenian speaker who is fluent in English and has a basic knowledge of German, I thrive in international organizations such as yours. I am also very adept at programs such as BambooHR, Zenefits, and Gusto.

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,

Naomi Vogrinec