**HR COVER LETTER**

XX/XX/20XX

Zhong Shu

555-555-5555

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BGH Group, Inc.

Boston, MA, United States

Dear Director of Human Resources,

As a qualified HR specialist with 3 years of experience, I apply with enthusiasm for this opportunity.

I am currently a Senior HR Administrator at MEY Corporation, where for the past 2 years I have supported the entire HR Department (6 team members) and acted as the first point of contact for all internal HR queries. Additionally, I: help create new employee incentive/benefits programs participate in the development and implementation of HR policies & procedures significantly increased recruitment process efficiency (65%) by researching and launching an ATS Prior to this, I was an HR Administrator at ABC Corporation for 1 year, where I worked closely with managers and employees to resolve people issues, review performance appraisals, enforce policies and procedures, and administer the compensation program.

In addition to my professional experience, I hold a BA in Organization Leadership (Human Resources) and recently completed the Professional in Human Resources (PHR) certification through HRCI. I am also an active member of the National Human Resources Association (NHRA).

Please find attached my resume for your consideration. Thank you very much for your time. I look forward to hearing from you regarding next steps.

Yours faithfully,

Zhong Shu