**HR COVER LETTER**

08/08/20XX

Dear HR Manager,

As an HR Specialist with over 4 years of experience, I apply with enthusiasm for the above opportunity.

I am currently an HR Specialist at MLO Corporation, Inc., where for the past 2 years I have energetically coordinated internal HR functions and provided guidance on topics such as recruitment and placement, compensation and benefits, and employee relations for 450 employees. Mirroring the requirements of your description, I:

Provide guidance on and interpret HR policies & procedures for management and employees Coordinate recruitment and placement activities to identify, attract, and retain a high-quality workforce investigate employee-related complaints, accidents, and other matters Overhauled policies & procedures; increased process efficiency by 23% and reduced paperwork by 73% Prior to this, I was an HR Administrator then HR Assistant for 2.5 years at Helvetica Corporation.

In addition to my experience, I hold a Master of Human Resources Management and a Bachelor of Business Administration. I am also a member of the CIPD. I am familiar with the required programs, including SAP, BambooHR, and Zenefits. I have an excellent reputation for my communication and coordination skills, as well as for my empathy and ability to work smoothly in fast-paced environments.

I have loved every minute of my time at MLO Corporation. As the company is currently going through an acquisition process and will be relocating its head office, I am now seeking a stimulating HR Specialist opportunity with a similarly-inspiring organization.

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 sincerely,

Anastasia Lozano