**HR COVER LETTER**

XX/XX/20XX

As I have been following your company and work for many years, I was pleased to discover that you are seeking to fulfill the Human Resources Representative position in Los Angeles, CA. I am confident that I possess everything necessary to execute the role and all associated duties successfully while meeting your expectations and goals.

My name is Viktor Egyed and I am a Certified Human Resources Manager offering 2 years of experience working as an HR Representative at CIM Group, Inc. There, I was mainly in charge of identifying and communicating with potential employees, researching candidate backgrounds, and organizing and coordinating job fairs. In addition, I produced job postings, advertised the positions all over the Internet, maintained relevant correspondence, and worked on the development and implementation of new employee benefits programs. Throughout the years, I have proved numerous times that I am a reliable and performance-driven individual offering excellent leadership skills and the crucial ability to remain calm under pressure. What is more, I have won the Employee of the Year Award once for constantly achieving extraordinary results and decreasing the company HR expenses by 28% within just one year.

On top of my experience, I am a holder of a bachelor's degree in Business & Management from the University of Southern California. At the university, I served as a President of the Business Club for one year and I represented the school at multiple international business case competitions. Furthermore, my studies have helped me to become a great team player and allowed me to develop a pro-active approach and excellent communication skills. Last but not least, I am adept at using all software programs required for the job, such as BambooHR, Zoho People, and ADP Workforce. I would appreciate the opportunity to come in for an interview to discuss the job and my career history in more detail in person.

Thank you for considering my application.

Sincerely,

Viktor Egyed