**HR COVER LETTER**

30/01/20XX

Dear Sir/Madam,

My name is Mathilde Lehner and I am writing this cover letter as a part of my application for the Human Resources Associate job within TY International, Inc. in Plano, TX. It would be an honor for me to have the opportunity to join your team and company and I believe that it would be an exceptional chance for me to further grow my career.

As stated in my enclosed resume, I am a results-oriented and self-driven HR professional possessing more than two years of extensive industry experience working as a Human Resources Associate at Altice, Inc. There, I was mainly responsible for identifying and communicating with potential employees, posting and managing the job listings, and assisting in the payroll management. Additionally, I developed and implemented new employee benefits programs and I worked on the constant improvement of the whole recruiting process to increase efficiency and reduce unnecessary costs. Throughout the years, I have demonstrated numerous times that I am a great team player with excellent communication skills and the important ability to function in fast-paced and deadline-driven business environments.

Next, I am a native German speaker with a proficiency in English and a basic knowledge of French. As a Certified HR Management Professional with a bachelor's degree in Business Administration from the Rowan University, I am experienced with multiple important industry software programs, for instance, BambooHR, PeopleSoft, and Zoho People. Last but not least, I would appreciate the opportunity to meet with you in person to discuss the position and my qualities in further detail. You can contact me at 555-555-5555 or via email at hello@kickresume.com. Thank you for your time and consideration and I look forward to hearing back from you in the near future.

Kind regards,

Mathilde Lehner

555-555-5555

hello@kickresume.com