**HR COVER LETTER**

XX/XX/20XX

Benjamin Renaudin

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DDR Corporation, Ltd.

Paris, France

When reviewing your job ad for the HR Consultant position within DDR Corporation, Ltd. on Indeed.com, I was pleased to discover that your requirements and needs align perfectly with what I offer as a professional. Therefore, I believe that I am a perfect candidate for the role and I am also confident that it would be a great opportunity for me to further grow my career.

First and foremost, I am a dedicated and self-driven individual with more than four years of experience working as an HR Consultant at Amazon, Inc. There, I was given the responsibility for developing and implementing new recruiting processes and procedures, maintaining and managing confidential documents and records, and coordinating other HR activities. For meeting and exceeding all assigned targets and objectives, I won the Employee of the Year Award which was a great satisfaction for all the hard work and effort which I have always put in.

Next, I am a native French speaker with a proficiency in English and a basic knowledge of Japanese. With a bachelor's degree in Business & Management from the University of Leicester, I am experienced with all software programs necessary for the role, for instance, QuickBooks, Trello, and Slack. Finally, I am a Certified Human Resources Professional and would appreciate the opportunity to meet with you in person. I can be reached 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 soon.

Sincerely,

Benjamin Renaudin