**HR COVER LETTER**

XX/XX/20XX

Dear Hiring Managers,

As a highly-skilled and performance-driven human resources professional with more than two years of extensive field experience, I am pleased to be applying for the Human Resources Analyst job within BBN Group, Inc. which has been posted and advertised on your company careers website. Not only I believe that I possess everything required to execute it successfully but I am also confident that it would be an excellent opportunity for me to further grow my career.

Possessing a bachelor's degree in Human Resources Management from the Brigham Young University, I am offering a well-developed knowledge of multiple fields of business, including marketing, sales, and finance, as well. At the university, I not only achieved excellent academic results but was also involved in multiple extracurricular activities, such as Economics Society, TEDx Club, and Marketing Society. The participation in these activities has helped me to acquire great teamwork skills.

Next, I worked as a Human Resources Analyst at Tacom Group, Inc. for over two years. There, I was mainly responsible for screening and assessing potential employees. completing detailed staff performance evaluations and providing training and support to new personnel.

Finally, I am a native Danish speaker with a proficiency in English and French and the experience with multiple important industry software programs, for example, Oracle HCM Cloud, Dayforce HCM, and SuccessFactors HR. Offering excellent problem-solving skills and crucial critical thinking abilities, I am certain that I am a perfect candidate for the role. Thank you for your time and consideration and I look forward to speaking with you in the near future.

Sincerely,

Jakob Danielsen