**HR COVER LETTER**

XX.XX.20XX

I read your advertisement regarding Integration Assistant with great interest. If you are seeking a psychologist with culturaly diverse experience in fast-paced environment, please consider my enclosed resume.

For last two and a half year, I worked as a global mobility specialist at Henkel Slovensko s.r.o. where I took care of the expats and their families. I was in charge of whole relocation process that included coordination of external providers, calculating of assignment package, preparation of assignment letter etc. I was main point of contact for all involved parties regarding any questions related to relocation process. I supported people from Germany, IMEA and APAC. Due to high diversity, I learned a lot about different social systems and cultures. As assignment is a big change in life of expats and their families, patient and emphatetic communication is necessary. Besides my communication skills, my superior appreciated also my ability to work independently and my reliability.

I have also experience with office management and recruiting. Recently I increased my qualification by better knowledge of Labour Code. I read that you require also basics of Spanish. As I am highly motivated for the position, I am willing to take intense course to complete the requirement. Here are some of my competences:

* customer service
* interpersonal relations
* case management
* negotiation
* Currently I am looking for an intercultural challenge where I could use my psychological background and passion for meaningful work. I would be glad to discuss my skills and experience in more details, so please feel free to contact me on my mobile phone.

I am looking forward to hearing from you.

Sincerely,

Lucia Fiamtchi