Aya Smith

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Dear Hiring Manager,

I am writing to express my interest in the HR Assistant position at Global Corp. As a recent graduate with a Bachelor of Arts in Human Resources Management, I am passionate about fostering positive employee relations and supporting effective recruitment processes within an innovative organization like yours.

During my tenure as an HR Intern, I developed a solid foundation in various aspects of human resources. My experience included assisting with recruitment activities such as screening resumes and scheduling interviews, where I honed my detail-oriented nature and interpersonal skills. Additionally, I contributed to maintaining employee records and ensuring compliance with company policies—experiences that align well with your commitment to integrity and inclusivity.

I am particularly drawn to Global Corp's mission of creating value through collaboration and continuous improvement. My proactive approach as a team player has allowed me to thrive in diverse workplace environments, adapting quickly while always prioritizing confidentiality when handling sensitive information.

With strong communication skills backed by my training in problem-solving techniques, I am eager to contribute effectively to your HR initiatives, assist new hires during the onboarding process, and support reporting requirements within the department.

I look forward to the opportunity to further discuss how my background could be a valuable addition to Global Corp's dedicated team. Thank you for considering my application.

Sincerely,
Aya Smith