**Braun Northwest**

**150 Northstar Drive**

**Chehalis, WA 98532**

April 4, 2017

To whom it may concern,

I’m contacting you regarding your advertisement for the Human Resources Assistant opening listed on your website. My interest in this position stems from my belief that I have the right combination of relevant staffing experience, communication skills, and high levels of organization that make me a superb candidate.

To date I feel my strongest abilities are:

* Manage myself in high stress times with confidence and professionalism.
* Knowledge of basic employment laws and ability to interpret regulations.
* Capable of ensuring that ethical and professional standards of practice are maintained.
* Experience in handling confidential paperwork and information.
* Strong leadership skills; able to lead employees to achieve the programs vision and goals.

I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. I feel that a relationship with your company would be mutually beneficial, as my experience, and qualifications would make me a perfect fit for your Human Resources Assistant position, and would also allow me to refine my skills in a new working environment.

In closing, I would like to thank you for your time and attention, and I hope to have the chance to discuss the opening with you in person.

Sincerely,

Leah Daarud