

LK

Lyla Kumar

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Aug. 8, 2025

Jade Rivera, Hiring Manager

Whova

San Diego, CA 92121

(555) 555-5555

example@example.com

Dear Jade Rivera,

I am writing to express my interest in the HR administrator position at Whova as advertised. With four years of progressive experience managing HR operations and supporting employee engagement initiatives, I am confident in my ability to contribute effectively to your team. My background in administering HR processes, combined with my certification in SHRM-CP, has equipped me with the skills to improve organizational efficiency and foster a positive workplace culture.

In my current role, I have successfully overseen recruitment coordination, benefits administration, and employee records management for a team of over 300 staff members. I implemented a streamlined onboarding process that reduced new hire integration time by 25%, improving overall employee retention. Additionally, I played a key role in maintaining compliance with labor laws and internal policies, contributing to a 15% reduction in employee grievances during my tenure. My proficiency with HRIS platforms such as Workday and BambooHR has enabled me to maintain accurate data management and support strategic HR reporting.

Beyond technical skills, I have facilitated multiple training sessions on diversity, equity, and inclusion that boosted team awareness and engagement scores by 20%. I also led the rollout of a new performance review system that increased manager compliance by 30%. Holding the SHRM-CP certification and having completed coursework in conflict resolution and employment law, I am well-prepared to navigate the complexities of human resources while supporting the growth and development of employees and management alike.

I am excited about the opportunity to bring my expertise to Whova and support your mission of fostering a productive and collaborative workplace. I welcome the chance to discuss how my experience and goals align with your needs and look forward to the possibility of contributing to your HR team. Thank you for considering my application.

Sincerely,

Lyla Kumar