

Wesley Hedrick

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To the Hiring Manager:

Having read the description for the HR Systems Analyst, I believe I possess qualities that could make me a good fit for the job.

Concerning my HR experience, at Buckman's Inc., I served for three years as the liaison for all the People questions. Employee relations, payroll processing, hiring, terminations, PTO, health benefits, 401(k), vacation, and other HR related tasks were my primary duties.

Concerning technical knowledge and analytical ability, I am highly capable with Microsoft Office and the Google Suite. I am **able to program** in both Microsoft Excel VBA and Google Apps Script. With these tools, I have been able to automate many tasks over the years. I am proficient in HRIS systems such as iSolved.

I am not familiar with ADP, but perhaps this position is the next step I am looking for.

I bloom wherever I am planted! If your interest is piqued, I would love to speak with you further

Sincerely,

Wes Hedrick