

HUMAN RESOURCES ASSISTANT

Olivia Bennett

COVER LETTER

Dear Ms. Chavez,

I am writing to express my strong interest in the Human Resources Assistant position at Cisco Systems. Your reputation for building inclusive, forward-thinking teams deeply resonates with my own approach to HR operations and employee support.

While working as an HR coordinator at Asana, I streamlined internal onboarding workflows that reduced new-hire processing time by 22%. I also managed interview logistics across multiple time zones, helping scale hiring for engineering and support roles during high-growth periods. I am confident that these experiences have equipped me to contribute meaningfully to Cisco's People & Communities team.

I'm particularly drawn to Cisco's commitment to flexible work and wellbeing, including initiatives like the People Deal and Conscious Culture. These values mirror my belief in employee-centric HR practices that balance performance with empathy.

Thank you for considering my application. I welcome the opportunity to further discuss how my background in fast-paced tech environments can benefit your team at Cisco.

Sincerely,

Olivia Bennett

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FROM

Olivia Bennett

Human Resources Assistant

TO

Ms. Linda Chavez

Cisco Systems