

SOPHIA MILES

HR Assistant



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To Mr. Daniel Greer

JPMorgan Chase & Co.

Dear Mr. Greer,

I am writing to express my interest in the HR Assistant opportunity at JPMorgan Chase. With a background in supporting high-volume HR departments and a strong eye for detail, I am ready to contribute to your team's efficiency and employee support initiatives.

Previously at American Express, I administered applicant tracking systems, prepared sensitive documentation, and helped implement an internal audit readiness project. These responsibilities sharpened my organizational skills and taught me to navigate strict confidentiality protocols and regulatory timelines.

What attracts me to JPMorgan Chase is your global workforce strategy and investment in leadership development. I'm excited about the possibility of supporting a team that fosters growth, compliance, and excellence across multiple divisions.

Thank you for reviewing my application. I would welcome the chance to support your HR operations while continuing to learn within a world-class financial institution.

Best regards,

Sophia Miles