

Lucas Wright

HR Assistant

Details

 (713) 555-3325

 lucas.wright@email.com

 Houston, TX 77002

To: Mr. John Harris

Bechtel Corporation

Dear Mr. Harris,

I am applying for the HR Assistant role at Bechtel Corporation, excited by the opportunity to support one of the world's leading engineering and construction companies. With my background in HR within the construction industry, I believe I can effectively contribute to Bechtel's HR operations and enhance employee engagement.

At Fluor Corporation, I was responsible for managing staffing schedules for multiple construction projects, processing payroll for a team of over 200 employees, and ensuring compliance with labor regulations. I also helped implement a new employee onboarding program that reduced the time required for project staff to become operational.

Bechtel's reputation for innovative engineering solutions and its commitment to employee safety and growth is inspiring. I am eager to support your HR team and help foster a safe, collaborative, and efficient work environment.

Thank you for your time and consideration. I look forward to the possibility of discussing how I can contribute to Bechtel's HR team.

Best regards,

Lucas Wright