

# Aiden Parsons

HR Coordinator

## CONTACT

19 Churchill Way, Cardiff, CF10 2HH

aiden.parsons@gmail.com

+44 7456 812 039

## DATE

March 23, 2026

**Helen Griffiths**

Legal & General

Dear Helen,

I am writing about the HR Coordinator vacancy at Legal & General's Cardiff office. I have been in the role at Admiral Group for the past three years, supporting HR operations for a workforce of 7,000+ across four Cardiff offices, and I am looking for the next step at a company where I can take on more responsibility while continuing to develop my CIPD qualifications.

At Admiral, I process an average of 85 employee changes per week on Workday. Starters, leavers, contractual amendments, and pay adjustments, and I coordinate onboarding for 40–60 new starters per month, managing everything from offer letters and right-to-work checks through to induction scheduling. My average query resolution time via ServiceNow is 1.2 working days against a 2-day SLA. I also worked with the HR operations manager to streamline the onboarding process: we identified 7 manual steps that could be automated in Workday, created a new starter checklist and email template library, and reduced coordinator time per new starter from 45 minutes to 20 minutes. New starter satisfaction scores improved from 3.6/5 to 4.3/5. Before Admiral, I administered HR for 650 retail employees across 12 Next stores in South Wales and coordinated seasonal recruitment processing 300+ applications.

I hold a CIPD Level 3 Foundation Certificate, a GDPR Practitioner Certificate, and I am currently working towards CIPD Level 5. I would welcome the chance to discuss how my operational experience could contribute to the HR team at Legal & General.

Yours sincerely,

Aiden Parsons