
Raquel Y. Watson

127 N 50th St,
Philadelphia, PA 19139
(267) 992-1603
raquelywatson@gmail.com

13th February 2019

CORA

RE: Enthusiastic and Hard-Working, Human Resources Coordinator

To Human Resources:

With a passion for the welfare of people, I would like to offer my commitment and enthusiasm to working to serve people. Due to my professional and academic background, I have experience excelling in communication on multiple levels, written and verbal as well as with clients, colleagues and leadership. I have upheld high quality work enduring high pressure work settings in social services managing office duties as an administrative assistant and assisting in managing residency as a property management intern. I am no stranger to customer relations. Upholding excellent customer service is my priority. Whether I am dealing with employees or clients as they first walk through the door, answering inquiries about services that are provided via phone, or contacting references of potential clients; I am providing a pleasant and informative experience for everyone involved. My experience and willingness to learn new things has instilled in me great attention to detail, excellent organization skills, ability to problem solve and efficiently work on assignments in a team or independently. I am looking to leverage these skills mentioned in the position of Human Resources Coordinator.

My four years taking a variety of labor relations and organizational development related courses under my area of study of Industrial-Organizational Psychology at The Pennsylvania State University in conjunction with professional experience, has given me a solid foundation for Human Resources Coordinator. I am eager to contribute my enthusiasm and skills to CORA while learning and growing in this position.

Please contact me if you have any questions and I appreciate your consideration.

Best Regards,

Raquel Y. Watson