

Nicole Graziano  
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Dear Ms. Radecke:

As my resume indicates, I have over four years of professional experience in human resources and administration. I have worked to support a department, single individual, or multiple individuals in separate departments. Each of these roles required flexibility, focus, organization, attention to detail and diplomacy in handling a variety of tasks. Specifically at Crum&Forster, a majority of my responsibilities included addressing and resolving employee inquiries (including benefits) and issues often as the first point of contact; handling recruitment, onboarding, and orientation for new employees; assisting with the rollout of the company's first HRIS and applicant tracking system; maintaining and checking information in company databases; preparing and analyzing reports specifically in the area of compensation and retention; creating and auditing personnel files and much more.

Although I paused my career for a time when I chose to stay at home with my children, I continued to apply my abilities in many ways, including running a household, engaging in volunteer work through our local elementary school, launching my own photography business, and working part-time. I had the good fortune of getting back into an office environment at Tucker Company, assisting with the implementation and database integrity of the company's HRIS, helping with the onboarding process, handling corporate culture directives to promote a positive work environment, aiding in recruitment and career fair efforts, and handling other administrative duties, as assigned.

I am eager to join an organization where I can contribute my unique skills and grow as a human resources professional, helping to provide value and support to a team that contributes to a greater cause. It is my sincere hope that we can meet to discuss my abilities, and how I can utilize these skills to carry out the requirements needed for the Human Resources Coordinator role at the CORA Services. Thank you for reaching out and for your consideration.

Very truly yours,

Nicole Graziano