

330 North Preston Street  
Apt. B  
Philadelphia, PA 19104  
February 1, 2019

CORA Services  
Philadelphia, PA

To Whom it May Concern:

On February 1, 2019, while browsing Glassdoor I came across the job listing for HR Coordinator. Immediately I became interested in the position being offered. With previous experience in different areas of the sports world, I have gained relatable skills for this position.

Relatable skills I am gaining in my current job has prepared me for being an HR Coordinator. I currently am interning with the Philadelphia Eagles in their Fan Services department. With my time here, I am learning how to utilize ABI Mastermind and Brainshark to complete all Game Day Staffing needs. These programs are used through the hiring and training of all of our Game Day Staff. During multiple hiring fairs throughout the year, I was able to play a role in the setup and execution of the interviews. Once accepted into the organization, I was able to effectively provide the necessary training for each specific position. Along with the overall Game Day Staff, I assisted in our 50/50 Raffle team and the training's need for them to start working. Additionally, I went on to assist in managing the 50/50 team on event days.

While overseeing the Game Day Staff, I was able to experience first handed relatable coordinator tasks. Inside of the Game Day Staff is our Special Events Team. I was able to work with event managers to prepare for upcoming special events at the stadium. I worked with multiple departments to make sure the needs for each client and event was met throughout staff. Therefore, making my time as a Fan Services Full Time Intern the building blocks to being an HR Coordinator.

I would be glad to expand on the experiences I had at a time that works best for you. If there are any further questions please feel free to contact me through email (emc1722@gmail.com) or phone (814-424-0255) Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Ellie M. Chambers