

Bria Greene

516 E. Linden Ave. Lindenwold, NJ 08021 | (302) 562-7514 | bria.greene15@gmail.com

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Dear Hiring Manager:

Currently, I am employed as a Human Resources Generalist at Always Best Care Senior Services, a home healthcare agency located in the heart of the Philadelphia area. However, after three years with my current company, I now find myself eager to shift my professional focus to a role in a larger, more corporate setting.

As you can see from my resume, some of my primary duties as my company's HR Generalist are to facilitate weekly New Hire Orientation sessions, to process and oversee employee terminations, to track employee benefits eligibility and oversee enrollment, and to review and audit the company's monthly unemployment compensation charges, and to draft and send appeal letters to the Pennsylvania Department of Labor when I find a discrepancy.

As you might imagine, my three years working in Human Resources have significantly helped hone my organizational and time-management skills. As my company's HR Generalist, I often have colleagues, supervisors, and managers across multiple departments reaching out to me with requests for assistance with benefits enrollment, employment verification, talent acquisition, and new employee onboarding. Having various projects on my plate at one time of course means that my organization and multitasking skills are in top shape. As such, I am consistently able to ensure that the needs of the company, as well as those of employees' are met in a prompt and precise manner.

Thank you for taking the time to read and review my cover letter and resume. Please feel free to contact me with any questions. I can be reached via telephone at (302) 562-7514, or by email at bria.greene15.com. I look forward to hearing from you.

Sincerely,

Bria Greene