

February 16, 2021

Office of Talent and Acquisition Manager
CORA Services

REF: **Human Resources Generalist**

Dear Sir/ Madam:

I am pleased to submit to your office my letter of application and resume for the post of Human Resources Generalist.

As an HR Professional, I have at least seventeen (17) years' experience working with USAID funded projects, SV funded projects, UNHCR funded projects, UNDP funded project, UNICEF funded projects DFID funded projects, etc where I played a lead role as HR Specialist. I have the requisite job knowledge and skills required for this position coupled with the use of best practices that would help CORA Services achieve and sustain its core values and business goals.

I have both core and technical competencies of full range of Human Resource and administrative skills in areas of recruitment and selection processes, benefits administration, payroll management, staff welfare, contract management, record management and employees' relation. I have good working knowledge in driving a performance management system aimed at aligning skills and talents to organization mission, vision and business goals. I have good analytical skills and also have the ability to maintain strong internal controls.

I strongly believe that my 17 plus years of experience, knowledge and skills in the field of Human Resources Management and Administration, along with my "can do" attitude will add value to the CORA Services.

Sir/Madam, I look forward to receiving your invitation for an interview.

Regards,

George Teilleh Wilson