

Hello HR Manager,

I write you as an experienced manager in operations and events with over 10 years of experience in customer service and HR coordination through the hospitality industry. I was drawn to your posting for Human Resources Generalist as I am seeking a position that will allow me to support my co-workers by effectively relieving stress in the workplace and by also being a liaison who knows how to motivate and organize others.

Through both operations and general management, I have continued to grow in roles where leading teams and overseeing the day-to-day functions of multiple departments was my focus. Through these positions, I took on the interpersonal challenges of customer experience and human resources. While working for an expanding retail business, I was able to mentor staff by leading supportive training and development, foster quality talent retention through encouragement and tier level growth incentives, and administer benefits and leave time through company procedures. I thrived in establishing process and strove to tie value directly to my organization.

With each new position I've taken on, I've thought about how communication affects every interaction. It is through hearing and more importantly listening, that we can truly achieve greatness. Since each and every day presents new challenges, normally created through miscommunication, I believe an unbiased ear and the ability to look at the whole picture, gives room for mediation and growth which allows for conflict resolution and happy clients. Let this type-a personality with a heart of gold bring communication, problem solving, and planning skills to Cora. I am confident that the practical experience gained through my professional roles will serve and contribute to my future work within your organization and to truly focus on my desired future to become a successful HR professional.

Thank you,

Erica Ritchie

[ritchie.eric@gmail.com](mailto:ritchie.eric@gmail.com)

856-305-4100

