

ALLYSON E. STOREY

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October 3, 2020

To Whom It May Concern,

With ten years' experience of Human Resources Administration, I am keenly interested in continuing my career at a not-for-profit organization. I believe my background and job skills are a valuable fit for your institution.

As a conscientious learner, I am confident that I would be a beneficial addition to your team. I work well under pressure and with a team or individually. My former role in Human Resources required daily collaboration with department heads and senior executives, as well as third party vendors, government officials, and regional charity leaders. I spearheaded many initiatives for employee engagement, retention, and productivity. As the head of a Human Resources Department, I overhauled the performance management and compliance models to more deeply and efficiently support employees and supervisors.

My excellent written and verbal skills would be an asset to your team. As a Generalist, my skills are proficient in Benefit Management, State and Federal Compliance, Employee Counseling and Investigation, among many others. I love to learn and grow in both my personal and professional life. I am proficient in Office Suite, including additional Excel training, which lends to learning new database programs to support your department. As a remote employee, I can successfully work from early EST through a full PST workday. I am also available on weekends.

I'd love to connect further to discuss the position and how I can meet the needs of your open role. Please contact me at your earliest convenience at 609-455-2009 or allystorey@gmail.com.

Sincerely,

Allyson Storey

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