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CORA Services
8540 Verree Rd,
Philadelphia, PA 19111

Dear Hiring Manager,

It is with great enthusiasm that I apply to the Human Resources Generalist position, as my work experience and certifications show that I am an ideal candidate. After researching CORA Services, I am excited to consider this position, especially given my interest in the core purpose and values. I am eager for the opportunity to work for an institution that values their clients and employees so highly. My wealth of experience in the business operations and human resources fields, combined with my extensive application of project management skills, has prepared me to work in a dynamic environment. I look forward to applying my human resources knowledge at CORA Services.

I had the wonderful opportunity to temporarily relocate to Austin, TX to further my career in human resources. At the University of Texas at Austin, I worked as the Senior Administrative Associate within the Accounting and Financial Management department. In my position, I leveraged my strategic ability to lead recruitment efforts, revise and implement policies, and coordinate benefit consultation. My human resources activities were dovetailed into the retirement of an HRIS system and the implementation of Workday. This change allowed me to act as a Workday liaison between central human resources and my department for payroll administration and recruiting. Finally, I was able to apply my professional knowledge to successfully obtain my SHRM-CP in December 2018. Prior to the University of Texas at Austin, I worked as the Development and Operations Coordinator for the University of Pennsylvania Museum of Archaeology and Anthropology. Here, I gained strong skill sets in project management, effective onboarding, and risk management. I collaborated closely with curators, faculty, and museum staff in a goal-oriented team environment.

Now that I am back in Philadelphia, I am excited to bring the progressive energy from my experience in Austin and apply it to my role as Human Resources Generalist at CORA Services. The skills I gained at the University of Texas at Austin, which are complemented by my broad knowledge of human resources, will prove to be valuable for this position. CORA Services needs an employee with great attention to detail and excellent human resources skills, and my previous work experience has prepared me for Human Resources Generalist. My broad knowledge of human resources management provides me with a wide variety of interpersonal communication skills, strong critical thinking, and confidence in achieving goals. I am eager to contribute my enthusiasm and abilities to the CORA Services staff.

With my keen attention to detail, knowledge of the field, and passion for human resources, I would be a great asset to CORA Services. I would greatly appreciate the opportunity to work with this talented team, and I am excited to speak with you further about this opportunity. Thank you for your consideration.

Respectfully submitted,
Michelle Rowland