

ERIC KHIM

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Cora

RE: Human Resources Generalist

Dear Hiring Manager,

A friend of mine recently started working at Cora and has told me about how much he loves the culture there. I have heard nothing but good things from him and while on my job search, I decided to apply to your job post for the open human resources generalist position. I felt compelled to submit my resume as my area of expertise aligns with your requirements and expectations. Given my proficiency in teamwork and commitment to fostering long-lasting relationships while achieving team goals, I am confident Cora would significantly benefit from my hire.

In my prior service in the army, I was constantly working with a team and have countless hours of experience in that area. I consistently demonstrate the ability to ensure the highest levels of accuracy and pay close attention to detail: resulting in positive outcomes consistently. Moreover, as a compassionate individual, I always adhere to exacting standards concerning my work ethic on both a personal and professional basis. I excel at executing exceptional customer service, supporting management, performing day-to-day operations, and having strong organizational skills, and I am very eager to learn the things I need to succeed in this career to support the organization.

You might notice a gap in my work history. Please know that this is attributed to my decision to take some time off to focus on studies that enhance and cultivate my skill set. My time at Temple University Fox School of business has taught me a lot about supporting organizations. I have attended courses and learned topics varying from hr policies, communications capabilities, management systems, finance, and even management systems with lots of practice with HRIS systems. I have spent countless hours putting in hard work on team assignments, meeting tight deadlines, and maintaining above a 3.5 GPA during my time at Temple.

I worked hard to enroll in these courses, which have truly helped me develop both professionally and personally. Apart from this, I utilized this time and related resources to dig deep within myself to explore and work on areas of improvement. Today, with my newly acquired skills, eagerness to work, and confident personality, I look forward to accepting new challenges and showcasing my potential.

I understand that I may lack experience, but I am very teachable and committed to learning everything that is required of me. I am dedicated to not only my success but to the organization, and willing to put in the hours after work to practice the skills needed for me. Please see my resume for additional information detailing my experience, and I look forward to scheduling a meeting to discuss how I can immediately contribute to the growth of your company. Feel free to contact me by phone or email, per the contact information noted on my resume.

Sincerely,

Eric Khim