

To whom this may concern,

I am looking to work in a go-getter, upbeat environment where I can continue to grow my leadership skills and knowledge.

I am an HR Generalist with Bachelor's degree in Anthropology and Social Science from the University of Washington. I have worked in various fields and lived in various cities and countries, which has provided me with the skill to adapt to any changes and stay level headed under pressure. I am a very capable employee and I believe that my leadership skills and adaptability would be a great asset to your organization. What I lack in experience I make up in innovation, passion, incredible work ethics, and an eagerness to learn. I am well organized, an incredibly fast learner, punctual, and determined. I have knowledge of both PCs and Macs, including Word, Excel, Powerpoint, Outlook, and Indesign. I have experience with HRIS, training LMS and implementing onboarding, recruiting, and offboarding processes. I have management, administrative, and assistant experience.

I am eager to apply my strengths and background to your company and I welcome the opportunity to further discuss how my qualifications match with your expectations. Please feel free to contact me by phone 1.360.338.5551 or by email at [jessica.ann.camp@gmail.com](mailto:jessica.ann.camp@gmail.com).

Thank you for considering my application.

Respectfully yours,

Jessica Camp