

135 New Granville Road
Wilmington, DE 19808

July 15, 2020

8540 Verree Road,
19111, Philadelphia PA

Dear Hiring Professional:

I am writing to express my strong interest in the Human Resources Generalist position. I discovered this opportunity through the CORA Services website. After reviewing the job requirements, I am confident my educational background, strong attention to detail, and exceptional work ethic qualify me for this position.

As a member of a team at Penn State we were tasked to create a guidebook integrating sustainability into the university's hiring, onboarding, and training processes. In conjunction with the Sustainability Institute and HR Managers from the university, we successfully completed the project which included 25 new job description templates ranging from landscaping and maintenance workers to professors and athletic directors. We developed sample interview questions and provided acceptable answers given the candidate and job responsibilities.

The experience I gained through my participation in both Varsity and Club sports is very valuable. As a Club Baseball Coach, I had the responsibility to strategize a promotion/marketing plan for the team to attract new players. I managed registration, conducted tryouts, maintained schedules, and provided daily electronic updates. I served as the point person for calling individual players regarding team selection, conducted one-on-one meetings with players and coaches to review personal goals, and maintained strong working relationships. While working with the Varsity Baseball team as a student manager my responsibilities grew by the day as I consistently asked for new projects to lead or assist. I worked extensively with Microsoft Office and various internet search software. No two days were the same which required me to work some nights and weekends to ensure the coaches and players had all necessary information.

Working for CORA will provide me with the opportunity to apply my organizational and communication skills in a fast-paced environment in which I would thrive. I would appreciate the opportunity for an interview at your convenience. Please contact me at allenkevin72@gmail.com or (302) 415-2431 to further discuss my education and experience as they relate to the position. I look forward to hearing from you.

Respectfully,
Kevin Allen