

Prabhjot Kahlon

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HR Generalist
CORA Services
Philadelphia, PA

Dear Mr./Mrs/Ms.

I am writing this letter because I saw the Human Resources Generalist job. I found out about this position through Indeed jobs. I was excited to see this opportunity, since I am a human resources management student who graduated recently.

As a student, I had the opportunity to work in HR, retail, warehouse and customer service. Since I have worked to many different environments, I have gained the knowledge of how they all work. Along with that, I also run my Henna business. I design my own henna tattoos and provide custom made henna tattoos for my clients. I have also gained the experience in Human Resources while working with an accounting firm.

I have always had a strong interest in the Business/Human Resources field and have attempted to gain the knowledge and experience needed to work effectively in that capacity. With that in mind, I feel I am highly qualified for this position of Human Resources Generalist at CORA Services. My enclosed resume outlines my qualifications in further detail. I welcome an opportunity to meet with you at your convenience. I can be reached on my cell phone at 609-713-8499.

Thank you for your time and consideration

Respectfully,

Prabhjot Kahlon