Jane Doe

**JOB DESCRIPTION:**

The Human Resources Generalist manages the day-to-day operations of the Human Resource office, including the administration of the human resources policies, procedures and programs. The HR Generalist carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment. The Human Resources generalist is responsible for all or part of these areas: recruiting and staffing logistics; organizational and space planning; performance management and improvement systems; organization development; employment and compliance to regulatory concerns and reporting; **employee orientation**, development, and training; policy development and documentation; employee relations; company-wide committee facilitation; company employee communication; compensation and benefits administration; employee safety, welfare, wellness and health; and employee services and counseling. The Human Resources Generalist originates and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes **commitment, integrity, productivity and dedication**, goal attainment, and the recruitment and ongoing development of a superior workforce.

Philadelphia, PA 19118

(000) 555-5555

DoeJ@chc.edu

April 8, 20xx

Mr. Michael Smith

Human Resource Manager

ARAMARK

1101 Market Street

Philadelphia, PA 19107

Dear Mr. Smith,

I am very interested in obtaining the open position of Human Resources Generalist position at ARAMARK. I was excited to find the listing on Chestnut Hill College’s job posting site, College Central Network. I am currently working towards my degree and will graduate in May with a Bachelor of Arts degree in Psychology with a minor in Business Marketing from Chestnut Hill College. The values of **commitment, integrity, and dedication** are very important to me and I am excited about the prospect of working for a company like ARAMARK who espouses those same standards.

Through my internship in the Human Resources department at Interprint, I acquired an excellent understanding of the responsibilities and expectations associated with working in this field. This knowledge, combined with my computer proficiency in Word, Excel, and Access, allows me to be extremely innovative and efficient. Additionally, I developed strong written and verbal communication skills through human resources activities such as drafting job postings, evaluations, **conducting employee orientations**, and speaking to audiences of over 75 people. In addition, my coursework at Chestnut Hill College has given me the educational background necessary to excel in a professional Human Resources setting. I have taken courses and completed projects in the areas of Industrial/Organizational Psychology, Project Management, Organization and Management of Human Resources, Educational Psychology, and Theories of Personality, to name a few.

I believe that I could be a valuable asset to the ARAMARK’s Human Resource Department. My combination of experience and education would benefit the department as a whole. Please feel free to contact me at your earliest convenience so I may provide you with more information. I can be reached at (310) 555-5555 or bruinr@chc.edu. I look forward to hearing from you at your earliest convenience.

Sincerely,

Jane Doe

Enclosure: Resume and Unofficial Transcript