

Generalist Cover Letter

461 Erdman MissionHellerhaven, NH 02735

Dear Jordan Von,

I would like to submit my application for the generalist opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for coaching, advice, and guidance on matters such as policies, employment law, employee relations, organizational design, performance issues, leadership, management practices, etc.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Deploy diverse communication channels effectiveness, such as round table meeting, all hands meeting, all Mops meeting, employee information board to enhance two ways communication and improve the workforce engagement at the site
- Demonstrated knowledge of Human Resources practice areas of benefits, HRIS systems, employee relations, safety and compliance
- Able to work in an open, business focused environment and communicate clearly and concisely
- Staffing and recruiting experience preferred
- In-depth knowledge of editing, shooting and technical facilities
- Experience with ENG/EFP and Studio production including editing both linear and non-linear, camera work
- Experience with Quantel editing systems, AVID, and the Adobe line of products is preferred
- Experience with managing immigration

Thank you for considering me to become a member of your team.

Sincerely,