

Hazel Browning
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314-968-6982
St. Louis, MO 63119

September 30th, 2024

Daniel Bauer
Director, Human Resources & Title IX Coordinator
University of Health Sciences and Pharmacy in St. Louis
1 Pharmacy Place
St. Louis, MO 63110

Dear Mr. Daniel Bauer,

After learning about the role at the Webster University Career Fair, I am excited to apply for the Human Resources Generalist position. I have been working in human resources for the last 5 years and am on track to complete my Master of Arts in Human Resources Management in May 2025. To further my expertise, I have also obtained the Professional in Human Resources (PHR) certification. As a firm believer in the importance of higher education, I would appreciate the opportunity to support students, staff, and faculty who create a positive impact on the health of society.

At Rally Services, I created a community wellness program that served more than 50 participants in its first year. In my role as a Benefits Specialist, it was paramount to keep up with current regulations and relevant legislation. I supported all aspects of benefits management including open enrollment and Affordable Care Act tracking. My customer service skills, demonstrated by my past recognition at Kits Corporation, proved valuable in negotiating with benefit carriers and communicating with a variety of stakeholders. With my coursework in employment law, I am also familiar with compliance aspects including OSHA, I-9 paperwork, work visas, and more.

As a Human Resources Assistant, I performed more than 30 employee orientations to train employees on Red Squirrel policies and benefits. I would look forward to the opportunity to conduct trainings at UHSP as I have taken multiple graduate courses in training and development. In terms of employee relations, I communicated with over 300 employees to assist in processing records for performance management processes including reviews and performance improvement plans. Additionally, I directed individual employees to appropriate resources and contacts as performance or behavioral concerns were observed. My past experience in staffing and recruitment would assist me in facilitating high quality staff and faculty recruitment processes at UHSP.

I believe a strengths-based perspective and championing inclusive practices are vital to maintaining a diverse and engaged workforce. I am excited about the possibility to bring my dedication to human resources and employee engagement to serve the University of Health Sciences and Pharmacy in St. Louis. For further questions, I can be reached at hbrowning@email.com or 314-968-6982. I look forward to hearing from you.

Sincerely,

Hazel Browning

Henrietta Laurence

Maplewood, MO | 314.246.6981 | hlaurence@email.com | linkedin.com/in/hlaurence

April 25, 2024

Dr. Julie James
Jones Research Center
34 Jones Center Blvd.
University City, MO 63124

Dear Dr. James,

I am excited about the opportunity to work with you as a Research Assistant for your hindsight bias study. My professor, Dr. Sarah Nets, shared your contact information and suggested that I apply to the position based on my interest in memory and cognition. While reading some of your journal articles, I have become fascinated by what your future research suggests and the potential applications to eyewitness testimony. I believe that I could support your ongoing projects with my strong background in literature review and experience assisting professors with their research.

As a senior majoring in psychology at Webster University, I've had the opportunity to complete many papers and literature reviews. Developing writing and research skills was of utmost importance in my classes and I'm confident that I can bring those competencies to the Research Assistant position. Additionally, I was invited to work directly with Dr. Nets on her study of adolescent risk-taking behavior. As part of this role, I administered questionnaires, debriefed subjects, entered and analyzed data using SPSS, and assisted in writing the introduction of her journal submission. This opportunity allowed me to gain an understanding of the research process from start to finish. Her tutelage was incredibly effective in preparing me to take on a role in social science research.

As you can see from my resume, my academic and research experiences align well with the skills needed as your Research Assistant. Please contact me at hlaurence@email.com or 314.246.6981 with any questions. Thank you for your consideration.

Sincerely,

Henrietta Laurence

Sam Gorlok

314-123-4567 | sam.gorlok@email.com | [linkedin.com/in/samgorlok](https://www.linkedin.com/in/samgorlok)

August 15, 2024

Mr. Robin Lockwood
Global Marketing and Communications Department
Webster University
470 East Lockwood Avenue
St. Louis, MO 63119

Dear Mr. Lockwood,

I was excited to learn about the Marketing & Communications Student Assistant position at Webster University. As a Business Administration major with an emphasis in Marketing, I am confident that my technical skills and knowledge of a variety of social media platforms will be of value to the Global Marketing & Communications department. I would welcome the opportunity to apply my skills in helping tell the story of Webster University to the public.

Through my coursework, I have gained significant knowledge of Adobe Photoshop, Illustrator, and InDesign to develop a variety of digital and print designs, obtaining superior marks from instructors. In one course, I created a mock marketing plan and campaign for a new PepsiCo product. Through my role as Communications Chair for the Pickleball Club, I manage the Instagram and Facebook pages. I create short videos and posts to increase club awareness and communicate with members. Additionally, I have used Adobe Express to develop webpages and informational resources. My creative skills and strong drive to learn new platforms would help me to be successful in the role.

My previous experiences as a Barista at Starbucks and Team Member at Target have honed my ability to provide exceptional customer service no matter the setting. I am comfortable working in a fast-paced environment and being adaptable as well. My interpersonal skills would also contribute to my success as a potential student worker in the Global Marketing & Communications department.

I would enjoy the opportunity to connect with you to discuss my qualifications for the Assistant position in more detail. If any additional information is needed for my candidacy, please connect with me at 314-123-4567 or sam.gorlok@email.com.

Sincerely,

Sam Gorlok

Lauren Yorn

St. Louis, Missouri | (314) 968 – 6982 | lyorn22@webster.edu | linkedin.com/in/lyorn22

May 1, 2024

Matt Henley, Associate
Henley & Associates, LLC
27163 South Bend Road, Ste. 122
Ballwin, Missouri 63011

Dear Mr. Henley,

I am writing to submit my application for the paralegal position at Henley & Associates. I learned of this position through my professor, Dr. Yasmin Nettle, who has worked with your firm as a consultant in the past. In addition to Dr. Nettle's description of your firm as an environment where all employees are committed to excellence, your work in human rights and international law motivated me to apply.

I believe that I would prove to be an asset to your organization as I have developed many skills through my experience and education. Currently, I will complete a Bachelor of Arts in Legal Studies with a Paralegal Certificate from Webster University this month. Through my coursework, I have been able to apply my knowledge of legal research, writing, and paralegal procedures such as case assessment, witness preparation, document acquisition, and task-based billing.

Combined with my educational background, my experience as a paralegal trainee with the Department of Justice has prepared me for this position. One of my main responsibilities as a trainee was to prepare and organize trial exhibits including statistical charts, reports, and photographs. I sharpened my skills further by drafting and editing research reports, verifying citations and legal references, and preparing legal correspondence.

Along with my other qualifications, my strong interest in human rights law and dedication to making the justice process more equitable would allow me to positively contribute to the work of Henley & Associates. Thank you for your time and consideration.

Sincerely,

Lauren Yorn