

254 Tremont Avenue
Apartment 4A
Bronx, New York 10451
September 12, 2019

Ms. Susan Russo
Director, Human Resources
Somerset Medical Center
111 East 210th Street
Bronx, New York 10467

Dear Ms. Russo:

I was pleased to read of your opening for a Personnel Assistant advertised on the SUNY Buffalo State Career Development Center website. I have always held the medical center in high esteem for your many programs that so greatly benefit the public. In particular, your partnership with All About Kids has brought much needed day care and early intervention programs to a traditionally-underserved neighborhood.

As an intern in the personnel department of the Internal Revenue Service (IRS), I gained working knowledge of employee relations, job classification, benefit administration, and compensation analysis in a union environment. My capstone project was to create an orientation program for new employees. This required that I demonstrate communication and organizational skills, as it involved working with representatives from every department. I have two years of additional HR experience as an assistant manager at Denny's Restaurant. My supervisory duties involved recruiting and hiring, on-site personnel management, and scheduling.

It is important to me to work for an organization that is involved in the community. I was active in a number of service organizations on campus and as part of my work with the IRS, I coordinated a "Good Citizens" outreach campaign, which brought agents to area senior citizen centers to discuss retirement tax issues. Our associates visited 10 different centers and assisted more than 500 individuals.

I would like to discuss this opportunity with you as soon as possible; therefore, if I do not hear from you by September 23rd, I will call you to arrange a meeting date. Thank you for your consideration.

Sincerely,

Edward P. Wilson

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