

Dear Cara Hiring Team,

As a recent graduate of the University of Illinois at Chicago (UIC) with a B.A. in Spanish and the eagerness to help individuals and families of Chicago, I am excited to apply for the role of Human Resources Coordinator at Cara. I heard about this opportunity through the Noble Alumni Careers team, and I am confident that this job is a perfect match. I believe that my experience with training and guiding team members along with my leadership experience will be invaluable for this role.

Currently, in my role as Customer Experience Manager at Michaels, I have been responsible for training new associates along with the management of store closing teams. In this work, I am responsible for the training of new cashiers on the register, Michaels Rewards Program, and assisting customers. I have built a strong closing team and have successfully conveyed Michaels' expectations. I have also had to develop consistent communication between the daytime managers at our location and update them on the progress and outcomes of our work. Additionally, I was selected to be a part of the replenishment team because of my high attention to detail and time management skills. I know the 3.5 years of customer service experience that I have gained at Michaels will assist me in leading the customer service efforts at Cara.

As the current Deputy Director for South Shore Hispanic SDA Church's Pathfinder Club, I have been able to organize, manage and fundraise for an average of 15-20 young adults for the past 9 years. This current year through my leadership, fundraising and planning, 25 members were able to attend the International Pathfinder Camporee in Oshkosh Wisconsin along with 50,000+ others. Along with this, I have have filed yearly enrollment forms, recruited young adults, handled the payment for uniform orders, and reported to both the club director and the church board. I believe the experience I've gained with this organization can be directly applied to the administrative and collaborative nature of the Human Resources Coordinator position.

As the first member of my family to graduate from college, I am grateful for the impact of organizations that help and take a chance on individuals in need and underserved communities. The opportunity to contribute to an organization that promotes real lasting success by unlocking the power and purpose within the community and individuals is an opportunity that I cannot pass up. I would love to speak further about my qualifications and interest in the role and can be reached at (xxx) xxx-xxxx or at xxxxxx@gmail.com. Thank you for your consideration.

Sincerely,

Jane Doe