

7660 Links Crescent Dr
Orlando, FL 32822

February 3, 2023

Ms. Samantha Taylor
CRS Hiring Manager
University of Central Florida
4111 Pictor Lane
Orlando, FL 32816

Dear Ms. Samantha Taylor,

My name is Abbey Waters, and I am a junior psychology and hospitality management student at the University of Central Florida. I recently learned that your company is currently looking to hire a human resources generalist. In response to your job listing, I am sending my resume for your review and consideration. Your job description sounds like the kind of challenge and opportunity I currently seek.

When working as the Front Desk Receptionist at the Bird Key Yacht Club in Sarasota, Florida, I assisted in the recruitment of job candidates for the position. My skills in assisting in the recruitment process and interviewing these candidates would benefit me in this job position. My background in customer service with the Bird Key Yacht Club, the Orlando Informer, and the Renaissance Orlando @ SeaWorld has given me abilities to handle difficult situations between people and create essential connections among guests. I have developed a deep understanding of building relationships among coworkers and guests, enhancing teamwork in the workplace.

My resume presents a brief overview of my relevant qualifications, but I would appreciate the opportunity to talk with you further to discuss how I can be a match for this job program. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Abbey Waters

Abbey Waters