**Judy Zhao**

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August 1st, 2023

Commonwealth of Massachusetts

Executive Office of Health and Human Services 600 Washington Street, Boston MA

Dear Hiring Managers:

I am excited to apply for the position of Employment and Staffing Coordinator at the Executive Office of Health and Human Services. With a proven track record of providing exceptional support in non profit organizations and higher educational settings, I am eager to contribute my skills and expertise to the critical mission of promoting health, resilience, and independence throughout the Commonwealth.

As the Assistant Director of Career Coaching at Simmons University, I have honed my ability to build strategic partnerships and deliver outstanding service to clients. In this role, I have provided individual and group career coaching to diverse undergraduate, graduate students, and alumnae/i, equipping them with essential skills and guiding them on career planning and job search strategies. My experience in conducting mock interview sessions and assisting with salary negotiations has given me valuable insights into fostering positive candidate experiences throughout the application process.

Furthermore, I possess superb attention to detail and the ability to remain composed under pressure, ensuring efficient workflow and balancing competing priorities effectively. One of my key strengths lies in my capacity to be hands-on and proactive in a dynamic environment. I have successfully collaborated with hiring managers, conducted resume screenings, and conducted phone interviews to identify qualified candidates for a wide range of positions. Additionally, I am well-versed in maintaining a high level of confidentiality, ensuring compliance with policies, and regulations governing hiring procedures.

My Bachelor of Science in Business Management from Lesley University, combined with my experience in both academic and community settings, has equipped me with the knowledge and skills necessary to excel in this role. I am eager to leverage my expertise in the Human Resources domain.

I am excited about the opportunity to join your team and I look forward to the possibility of discussing how my qualifications align with the Employment and Staffing Coordinator position. Thank you for considering my application. Please feel free to contact me at 617-777-5817 or [judyzhao70@gmail.com](mailto:judyzhao70@gmail.com) to schedule a conversation.

Sincerely,

Judy Zhao