**Emily Newcomer**



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April 10, 2018

I am writing to you to inquire about your recruiting coordinator position. After Dan Kelly told me about the position, I became very impressed with your organization’s  
dedication to excellence and found your \*example of this trait\* to be  
representative of this pursuit.  
I have been working as a music therapist for almost \_\_\_\_ years and in retail for two years, and I am now looking to transition into corporate recruiting at a company such as yours. Although successful in my career, I have realized the aspects of my work I find  
most rewarding are all in recruiting-related functions. The following offers a few highlights of my  
qualifications:  
Solid foundation in HR affairs: As senior account executive, I have been responsible for a number of HR functions, including  
recruiting, interviewing, hiring and training new employees. A quick learner of complex concepts and legal issues, I am eager  
to broaden these competencies.  
Dynamic communication style: I am adept in building relationships, consensus and a shared sense of purpose. I am known  
for my ability to quickly establish trust with employees, mediate disputes and motivate others into  
action.  
Experience in corporate training: A constant throughout my sales career has been my passion for the  
design and delivery of staff development programs. Comfortable and experienced giving both large and small-group presentations,  
I have conducted hundreds of training seminars for diverse audiences across all  
organizational levels.  
I hope you will consider my enclosed resume in application for your Associate HR Generalist position. I am confident I  
have what it takes to be an outstanding contributor in your organization and welcome your call to discuss this opportunity  
further. Thank you for your time and I look forward to hearing from you.

To Whom It May Concern:

I have been a user of Rover as both a sitter and a pet parent. In both of these roles, my world revolves around dogs. Rover’s unconditional love of dogs and commitment to helping everyone experience this love closely aligns with my personal views, leading to a strong interest in pursuing a related vocation. Professionally, I both enjoy and excel in providing highly effective training in order to exceed customer safety and satisfaction. Both factors mesh well with Rover’s core values and the role as Training Specialist. I am confident that my skills and experiences would allow me to make a meaningful contribution and be an excellent fit as part of the Rover team.

* Content Development and Implementation: As a music therapist, my role was centered around assessing the needs of my client, whether that be increasing range of motion in their right arm or improving their social skills by learning to take turns. Once I determined those needs, I designed a plan to then also implement, effectively increasing client success. As a Sales Lead at Starbucks, I have used my skill for creating content in developing interactive customer sales events, successfully driving sales and increasing customer satisfaction scores.
* Data Driven Decision Making: Whether it is to increase sales, simplify a training program, or help a client meet a goal, data is essential when making a decision. In my professional experiences I successfully used data to determine the most effective way to do my job.
* Effective Communication: When working with a coworker or customer, I am extremely skilled at helping others understand a product or instruction because I am a patient, thoughtful communicator. I place a high value on listening to a customer, employee, or client.

As a former dog sitter and user of Rover for my own pup, I am personally committed to ensuring its continued success as a company, for all of us who are “dog people”, and I firmly believe I am the perfect fit for the position. I have enclosed my resume for your consideration, and I look forward to the opportunity to discuss my fit for this role in greater detail.

Thank you for your consideration,

Emily Newcomer