Roaa Shalabi

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Central Office Human Resources

To whom this may concern,

I am writing to express my strong interest in the College assistant- human resources role. As a current student at BMCC, I plan on graduating with my major in liberal arts. As I plan to continue my degree with a concentration in communications, I have been investing myself into the field of human resources.

As I worked in radiology as a Patient Service Representative, I had to make sure that emails were sent in regards if patients, who were in dire need of an appointment, I tried everything I could to get them in. Making sure that the Technicians had all the paperwork the needed along with their referral on file and helping them write their notes, I have truly enjoyed it. I have a passion for playing a part in the company’s efficiency and success through interpersonal communications and proposal writing. I do plan on starting an internship that I go accepted into recently for the human resources specialist position. I believe that with this position ad my internship, I will be able to thrive in the field that I plan to excel in, I am looking forward to building on my experiences and would like to apply my skills in this position.

Sincerely,

Roaa Shalabi