

Beth Cassidy

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Human Resources Professional



September 15th, 2009

Ms. Yaw
Human Resources
Benefit Management Services
100 Gold
Sacramento, CA 90000

Dear Ms. Yaw,

Please accept this as my request to be considered for the Implementation Specialists II with Benefit Management Services.

As an organized and detail-oriented individual with over 6 years experience as a Human Resource Professional I have demonstrated success in the assimilation of 6,500 employees during the merger with a company. I am eager for new and exciting challenges and feel confident of the skill I can bring to your organization.

- Liaison for all leave of absence administrator with corporate to resolve concerns during assimilation of three companies.
- Develop, Implement and manage organizations Return-To-Work Programs for employees.
- Comprehensive knowledge of employment law and federal regulations to ensure compliance, including maintaining OSHA guidelines.
- Highly astute, energetic, and team spirited with a strong work ethic able to fill numerous Human Resources and Administrative roles.
- Accurately perform challenging task with precision and attention to detail, while excelling at organizing and setting up of new procedures, troubleshooting, and taking adverse situations and making them positive.

Reviewing your company's qualifications and requirements, I believe that my experience is in perfect line with your current needs. In regards to salary requirements; my previous salary was in the range of \$65,000 annually. But, I am willing to negotiate with your company. I would be interested in speaking with you to discuss the value that my strengths and experience can bring to your company.

I also invite you to view my video profile at: <http://www.videoprofile.tv/phd.aspx?p=bethcassidy>

Best Regards,

Beth C
916-555-1234

Encl: Resume