

# DANA LEAVY-DETRICK

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Hello-

I am reaching out with interest in consideration for the Human Resources Coordinator opportunity with Brooklyn Resume Studio. I am in the process of completing my Masters-level studies in Human Resources Management and Industrial Relations at Boston University, with expected completion of the program later this year.

The degree program represents a professional shift for me from a prior career in finance to one in human resources, and the diversity of my experience has provided me with a unique balance of strategic HR thinking and business savvy mindset. My education and training encompasses HR processes, policies, and strategic management, payroll and benefits, and talent management and recruitment, combined with more than 4 years of transferrable professional experience around financial and business operations, client services, and research and analysis. Prior to the Masters program, I worked with reputable firms including KPMG and KordaMentha, and took part in the CPA Australia Internship program.

On a personal level, I consider myself a highly adaptable learner, an attribute, which I'm confident will position me well for bridging the transition from a business and finance background to human resources. I'm a skilled communicator who brings a strong mix of analytical, interpersonal, and time management skills to the table.

I welcome the opportunity to discuss my qualifications and the interests of the role in more depth, and I look forward to speaking with you further at your earliest convenience. Thank you in advance for your consideration.

Sincerely,

Dana Leavy-Detrick