**Dear Ms. Bellah:**

Central New Mexico Community College’s core values of connection, compassion, and inspiration resonate with my values as a human resources professional. Your unique value-based approach has unsurprisingly made CNM one of the top 5 community colleges in the U.S. That, combined with your defined vision plans, inspired me to apply because my work would make a concrete difference for students and staff.

I believe employee relationships are at the heart of HR, which is why I consistently stress collaboration. One of my most successful collaboration initiatives was at the Blue Light Aquarium. As the assistant to the HR Vice President, I revamped the onboarding process for seasonal hires, implementing face-to-face checkpoints, daily meetings, and fun events to monitor progress, offer encouragement, and build relationships. I also implemented surveys to gauge trainee reactions and areas of concern. Our seasonal employee turnover rate dropped by 12%, and employee satisfaction improved by 19%. Moreover, our summer recruitment improved by 22% based solely on recommendations.

However, I haven’t just done big projects; I’ve seen how “small” tasks go a long way in HR. As the HR coordinator at Meow Wolf, my primary role was administrative. Even in more tedious administrative work, I dedicated myself to ensuring all reports, employee files, and schedules were organized and updated with 100% accuracy and compliance. Through my diligence, employee satisfaction in my department grew by 24%, and productivity rose by 16%. I also helped several employees earn raises after comparing their progress reports to their compensation records.

Overall, I believe there is no hurdle too big or too small when it comes to HR. I hope to ease your HR department’s burdens and bring joy to the students of Central New Mexico Community College by assisting with onboarding, employee relations, and administration. Thank you for making CNM one of the best schools in New Mexico, and I look forward to your response regarding my application.

Sincerely,

**Derek Annais**

**January 23, 2023**

*Human Resources*

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**DEREK ANNAIS**

**Mildred Bellah, Recruitment Manager**

Central New Mexico Community College

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**TO**

**ENCLOSURES**

Resume; Application; Transcript