

Ava Johnson

Details

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From

Ava Johnson

To

Mr. Michael Carter

American Red Cross

Dear Mr. Carter,

I am writing to apply for the Human Resources Assistant position at the American Red Cross. Your organization's work in disaster relief and humanitarian aid has inspired me for many years, and I am eager to contribute to such a meaningful cause through HR operations.

At the World Wildlife Fund, I helped coordinate volunteer staffing for large-scale community events, managed recruitment and onboarding for new employees, and maintained employee records with a focus on compliance with nonprofit regulations. I also contributed to the design of employee engagement surveys and implemented systems to improve volunteer coordination.

The Red Cross's commitment to both its mission and the welfare of its staff is one of the primary reasons I am drawn to this position. I am confident that my experience in administrative HR tasks, along with my passion for community-driven work, would make me a valuable addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can support the Red Cross's critical HR operations.

Sincerely,

Ava Johnson