

Kathy Nguyen

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Recruiting Team

Company

Street Name

City, State Zip

Dear Hiring Manager,

I am excited to apply for the JOB TITLE position at COMPANY. As an Industrial/Organizational Psychology professional, I believe that success comes from pursuing your passion. The JOB TITLE position at COMPANY presents the perfect opportunity for me to do just that. I am currently expanding my knowledge through the Master of Science in Industrial/Organizational Psychology program at California State University, Long Beach (CSULB), demonstrating my commitment to growth and continuous learning. With a strong drive to succeed, I am eager to contribute to your JOB TITLE team and make a meaningful impact.

As a second year graduate student, I have accomplished a variety of applied projects. I have partnered with the Student Life Development (SLD) department on a consulting project, where my team and I developed recommendations to enhance the organization. This experience helped refine my skills in strategic analysis and offering data-driven solutions. I also created an orientation for the CSULB Bookstore to be more universally designed, which strengthened my skills in program development and inclusive design. Additionally, I completed a job analysis and developed a psychological measurement scale, which advanced my expertise in research methodology and psychometrics.

Recently, I had the opportunity to serve as a Human Resources intern at Topcon Positioning Systems in Livermore, California, where I played a key role in planning and developing the summer internship program. I created a structured agenda for incoming interns, organizing events, luncheons, and guest speaker meetings to enrich their experience. Additionally, I also gained hands-on experience in full-cycle recruitment, including sourcing candidates, conducting interviews, and coordinating offer letters. This role enhanced my communication and multitasking skills, while allowing me to contribute to human resource initiatives that promote employee engagement and professional development.

I have completed coursework in Personnel and Organizational Psychology, Organizational Development, and Statistics, giving me a strong foundation in organizational behavior and data analysis. This has enabled me to design inclusive training programs, diagnose challenges, and recommend effective intervention. I am excited about the opportunity to contribute to your organization's efforts and look forward to the possibility of joining your team. Thank you for your time and consideration.

Sincerely,
Kathy Nguyen