

## **Amin Jones**

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Ms. Janette Smith, VP – Human Resources  
Vancouver Olympic Committee  
666 Burrard Street Vancouver, B.C. V2N 9G0

### **Work Force Analyst Job ID 61**

Dear Ms. Smith:

As an advocate of the Olympic spirit and ideals, I was thrilled when Vancouver was selected to host the 2010 Winter Olympic Games. I would consider it a huge honour to play a part in the success of the Games, showcasing the best of Vancouver and Canada, as we play host to athletes, coaches, and dignitaries from around the world.

Possessing a Bachelor of Commerce (Honours) Degree majoring in Human Resource Management, with over 3 years working in a front line HR capacity analyzing resource needs, and extensive experience in amateur sport as an athlete, coach, and official, I believe I possess the motivation and initiative to contribute to your team. My qualifications include:

- Proficient with multiple HRIS systems and Excel including designing, coordinating, and generating reports for senior management
- Skilled at collating and analyzing data to identify hiring trends and training requirements
- Participation on a task force to identify and select HRIS systems to support organizational reporting needs
- Strong understanding of HR legislation, employment equity, and employee relations topics having served as HR support to employees
- Excellent communication with the ability to synthesize information to meet the needs of diverse audiences through reports or presentations
- Achieved a reputation for accountability, positive team interaction, and productivity in a fast paced, time sensitive environment

I have read the vision statement of VANOC and am inspired and energized by it. As a curler, I understand the powerful synergy created by multiple people's efforts to achieve a common goal. I would be thrilled to be able to play a part in achieving success for VANOC and Canada in this once in a lifetime endeavor.

Sincerely,

Amin Jones