

**Employer: Kraft Canada**  
**Contact: Alanis Morissette**  
**Job Title: Human Resources Intern**

### **Job Description**

#### **Who We Are: Kraft Foods Inc**

Do you have a passion for food? Want to make a delicious difference? At Kraft Foods, we are the World's second largest food company, with 80% of combined revenues from #1 share positions, but most importantly – we are hundreds of thousands of foodies who live and breathe for making a delicious difference in our company, in our communities and in our world. As top organizations require top talent, we are back on campus this year bigger than ever to hire the next generation of upcoming student leaders with the capacity to drive our new combined powerhouse to the next level. Be part of world famous brands such as Oreo, Philadelphia, Kraft Dinner, Dentyne, Dairy Milk and Maxwell House and we'll help you have a satisfying work term filled with sweet opportunities.

You've spent hours in classes, days on campus and years in study preparing for an opportunity like this. Welcome to Kraft Canada, an organization dedicated to building the foundations of your career through internship programs designed to inspire, motivate and stimulate you.

**You are:** Passionate about HR and eager to begin your career rise.

As an HR Intern working in our Corporate Head Office in Toronto, you will function as an entry level HR Generalist.

#### **The intern experience typically involves the following:**

- Accountability for leading project work involving determining needs through client interaction, collecting and analyzing data, developing recommended actions and presenting recommendations.
- The projects will focus in the areas of: Corporate HR policy and practice development, Corporate HR process improvement, and other day to day HR operational activities.
- Involvement in broader HR function development activities that occur during the summer months
- Access to a broad range of HR professionals including Benefits, HR Business Leads, Diversity/Employee Wellness, Staffing, etc.

#### **You'll find what you're looking for at Kraft:**

Learn everything there is to know about human resources and hone your natural HR instincts in this career-shaping challenge. You'll gain immediate exposure to our continuous learning environment, industry leading tools and process technologies.

In addition, this role is part of our summer leadership program for Interns. As such, you are invited to join a unique intern-focused development program designed with you in mind! Throughout the summer, you will receive formal & informal feedback & coaching, showcase your leadership skills through intern-specific projects, gain valuable exposure to Kraft Senior Leaders, as well as attend multiple social, community and development events to further your learning. The goal of this program is to 'unveil' your potential and develop the necessary core skills to jumpstart your career, with the opportunity to be considered for full-time employment upon graduation.

#### **You'll need: Qualifications**

- Students must be currently enrolled in a university or college program, with a focus on Human Resources.
- Excellent communication skills including verbal, written and presentation
- Demonstrated drive for results and superior execution
- Strong analysis and judgment skills
- Ability to effectively manage multiple priorities
- Intermediate Computer Skills (Excel, Word, Outlook)

July 12<sup>th</sup>, 20XX

Alanis Morissette  
Human Resources  
Kraft Canada  
196 River Drive  
Don Mills, Ontario M3B 3L6

**Re: Human Resources Intern Role**

Dear Ms. Morissette:

After reading your post on your careers website, I am excited to be applying for the Human Resources Intern role at Kraft Canada. With your commitment to the professional development of employees, and emphasis on innovation, quality and growth, I know that my personal values and attributes are aligned with those of Kraft. Through excellent work positions, strong involvement in the community and intense academic training, I am confident that I possess the skills and experience necessary to excel in this role at Kraft Canada.

As the Human Resources Generalist at GE Digital Energy and first point of contact for over 400 employees and contractors across Canada, I successfully interpreted and applied corporate human resources policies to effectively resolve the diverse inquiries that were presented. I also demonstrated outstanding leadership at GE, taking on and efficiently executing large projects, such as the creation and implementation of the first New Employee Orientation Package. I managed the recruitment and selection of co-op students, coordinating with 15 universities to ensure top talent acquisition while establishing a social networking program for over 100 students at the Markham division, planning 20 events in 5 months to enhance the co-op experience. Students were also given the opportunity to develop their mentorship and leadership skills by sharing their university and co-op experience with high school students during the Take Your Kids to Work Day event, which I planned and coordinated. This event was very successful, and I received a GE Management Award in recognition of my accomplishment.

Additionally, during my time with Century 21, I gained the ability to work with a range of people from different backgrounds. In my front line role, I created a welcoming environment for clients and provided a positive and reassuring presence during the stressful experience of buying or selling a home. This ability to connect with a range of people allowed me to effectively promote Women in Business to new students on campus and resulted in a membership growth of over 50%. As such, I am confident I will be able to effectively connect with the diverse team at Kraft, as well as new potential employees.

I look forward to the opportunity to meet with you and further discuss how I can integrate my values, experience and skills at Kraft Canada. Thank you for your time and consideration.

Sincerely,

Christy Chung

# Christy Chung

235 New St., Toronto, ON M7H 2K8 ♦ 416-555-2424 ♦ c.chung@mail.utoronto.ca

## STRATEGIC HUMAN RESOURCES PROJECT COORDINATOR

- Pursuing CHRP designation, with 8 months of Generalist experience, and courses in Recruitment & Selection, Training & Development, as well as HR Strategy.
- Capable of working in fast-paced environments, maintaining a sense of humour under pressure.
- Able to communicate professionally with a range of colleagues at all levels at GE Digital Energy.
- Exceptional organizational skills developed by managing the logistics for 2 organization wide projects, 20 individual events at GE Digital Energy and a national 2-day undergraduate business conference.
- Knowledgeable with Microsoft Office (Word, Excel, PowerPoint, Outlook), Oracle HRIS/HRMS.

## PROFESSIONAL WORK EXPERIENCE

*GE Digital Energy*

March 20XX – January 20XX

### Human Resources Generalist

- Applied human resources policies and created the first New Employee Orientation Package for GE Digital Energy - Canada, which facilitated the seamless integration of new employees into the organization and their work team.
- Transformed the existing program, Take Your Kids to Work Day, into an engaging student event; program changes resulted in positive feedback from employees and participants as well as the attainment of a Management Award.
- Promoted GE Digital Energy at the Toronto Star Engineering and Technology Career Expo, identifying strong candidates to meet the recruitment needs of technology managers.
- Trained employees on new performance management system implemented across GE globally, ensuring comprehension of evaluation metrics and reward structure.

*Century 21 New Start Realty*

November 20XX – October 20XX

### Human Resources Generalist

- Answered inquiries and reconciled client and co-operating agent concerns in a professional and courteous manner, with respect to company confidentiality policy.
- Provided information to agents concerning upcoming training sessions, seminars and special events, and contacted agents for attendance registration for events; performed follow-up calls to assess agent satisfaction.

## EDUCATION

*University of Toronto Scarborough*

September 20XX – present

### Bachelor of Business Administration, Human Resources Management Specialist

Relevant courses: Occupational Health & Safety (A-), Recruitment & Selection (A-), Training & Development (A)

## PROJECT AND VOLUNTEER EXPERIENCE

*Logistics Manager*

January – November 20XX

### LIVE Business Conference ([www.live-conference.ca](http://www.live-conference.ca))

- Established relationships and secured \$10,000 in sponsorships from corporations such as Coca Cola, GURU Drink, and Scarborough Town Centre to increase financial support and credibility of LIVE Conference.
- Successfully organized and executed the day-to-day logistics of a 2 day national conference that hosted over 200 attendees by managing the activities of 50 volunteers and 6 coordinators.

*Director of Marketing*

September 20XX – June 20XX

### Women in Business, University of Toronto Scarborough

- Promoted club membership and events for the 2009/2010 term at annual clubs fair by implementing an effective marketing campaign to attract students to the club booth and increasing membership by 50%.

References Available Upon Request