Keisha Montgomery

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September 15, 2026

Ms. Alvarez
Riverbend Foods
Omaha, NE

Re: Human Resources Generalist

Dear Ms. Alvarez,

Riverbend's posting describes a generalist for a 600-person plant on three shifts who spends most of the day on the production floor. That is how I have worked for four years at Platte Valley Manufacturing, where our two plants run around the clock and most of my questions arrive at shift change.

Much of my week is leave and accommodation work. Last year I handled 95 FMLA cases and 18 ADA accommodation requests in UKG Pro, working with our disability carrier when leave and short-term disability overlapped. I also rebuilt our I-9 process after an internal audit found errors in 41 of 600 files. We moved to E-Verify, retrained the supervisors who collect documents on nights, and passed the re-audit in 2024 with no findings.

I ran 27 employee relations investigations in 2025, from harassment complaints to pay disputes, and wrote each one up for plant leadership and counsel. On retention, our production hires were leaving at 38% within 90 days. I rewrote orientation, added supervisor check-ins at 30 and 60 days, and brought that to 26%. About a third of our workforce prefers Spanish, so I run orientation and open enrollment sessions in both languages, and I noticed your posting lists Spanish as preferred.

I would welcome a chance to talk about your leave volume and onboarding plans, and I am glad to tour the plant on any shift.

Sincerely,

Keisha Montgomery