

Assistant Supervisor Cover Letter

39756 Leffler StravenueSouth Casimiratown, VT 91347-2857

Dear Drew Gleichner,

I am excited to be applying for the position of assistant supervisor. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for a prompt, high level of customer service to community members. Demonstrates excellent communication skills both written and verbal.

Please consider my qualifications and experience:

- Strong analytical, problem solving and decision making skills, especially when limited and incomplete information is available
- High school diploma and some college or trade school preferred
- Certified Apartment Service Technician (CAMT) preferred
- Knowledge of understanding of medical terminology
- Possess "Universal" CFC/HCFC Refrigerant Handling Certification
- Assist in leading & developing a KPI, customer focused cohesive team
- Finger dexterity sufficient to complete paperwork activities and to use a computer
- Front-line Management Skills in a multi-discipline work environment

Thank you for taking your time to review my application.

Sincerely,

Casey McLaughlin