

Childcare Assistant Cover Letter

204 Ledner DamSouth Gwendolynefurf, MI 01247-4288

Dear Dakota Stroman,

In response to your job posting for childcare assistant, I am including this letter and my resume for your review.

Previously, I was responsible for documentation to ensure that UAMS' policies and procedures, HIPAA and TJC standards are being met when treating patients.

Please consider my qualifications and experience:

- Childcare training or certification
- Education associated with a high school diploma (or equivalency) or demonstration of active pursuit of such
- Successful supervisory experience within a group infant-toddler child care environment
- Be able and comfortable in making a high volume of outbound calls daily
- Provide administrative support for Childcare Department to include scanning of documents, mailing letters, organizing files, and making phone calls
- Locate potential suppliers, vendors, as applicable for 3 option comparison
- Produce procurement documents in accordance with established procedures
- Produce requisition vouchers and purchase orders as applicable for approved procurements

Thank you for your time and consideration.

Sincerely,

Max Hane