

# Childcare Assistant Cover Letter

87023 Keeling Views South Richard, UT 49219

**Dear Rory Hickle,**

I submit this application to express my sincere interest in the childcare assistant position.

Previously, I was responsible for information on policies, procedures, services, ordinances, and application requirements to agencies, other employees, and to the public.

Please consider my experience and qualifications for this position:

- Coordinate with vender/supplier for receipt of appropriate tax documents for payment
- Provide completed documents to accounting and requesting department for maintenance as official records
- Respond to department and supplier inquiries about order status, payment status, changes, or cancellations
- Track the status of purchase actions through receipt of service/product
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy
- Approve related procurement bills for payment
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary
- Current first aid and CPR certification by first day of employment

**Thank you for taking your time to review my application.**

Sincerely,

Charlie Rath