

Emergency Management Cover Letter

369 Stracke Station
New Joaquin, CT 98905

Dear Onyx Harvey,

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

Previously, I was responsible for collaborative supervision and participation in the facility's joint fire protection and emergency response planning and execution efforts, and ensuring the facility emergency response efforts meet the National Incident Management System (NIMS) program.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Interpretation of basic inferential statistics and statistical process charting
- Performance improvement methodology
- Adult education—teaching individuals, groups using adult learning principles
- Group facilitation and leadership
- Knowledge of healthcare organizational processes
- Intermediate to advanced computer skills with an emphasis on MS Word, Excel, Powerpoint, and Access preferred
- Georgia Emergency Management & Homeland Security Agency (GEMHSA) Emergency Management Manager Certification
- Intermediate level skill in the use of MS Word, Excel, Access

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Peyton Balistreri