

# Employment Coordinator Cover Letter

3159 Ray Curve East Renamouth, MD 97323

**Dear Quinn Gutkowski,**

I submit this application to express my sincere interest in the employment coordinator position.

In the previous role, I was responsible for day-to-day employment and labor related legal advice to Human Resources, Employee Relations, and LOB managers.

Please consider my experience and qualifications for this position:

- Skills to utilize PC and Macintosh software programs, particularly Windows (Word and Excel) programs
- Experience with managing data records preferred
- Experience working with confidential information preferred
- Proficient in Google Apps., Microsoft Word and Excel, and automated timekeeping systems (Kronos preferred)
- Working knowledge of organizational policies and procedures
- Demonstrated experience leading collaborative teamwork
- Demonstrated experience writing and preparing educational and instructional manuals
- Knowledge of common software used within employment and other areas of HR, and how they work together

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

Sincerely,

Denver McLaughlin