

Employment Coordinator Cover Letter

7632 Metz Streets South Dollie, PA 12925

Dear Casey Mueller,

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

In my previous role, I was responsible for case management and link clients with community resources, including employment and educational opportunities.

My experience is an excellent fit for the list of requirements in this job:

- Effective communication and interpersonal skills active listening and critical thinking skills
- Previous Human resources and/or Hotel experience preferred
- Demonstrated success with communication skills both written and verbal
- Evidence of the practice of a high level of ethical conduct, confidentiality and professionalism
- Excellent organizational skills, critical thinking and complex problem solving
- Facilitates and monitors background checks and drug screening to completion
- Compiles data for weekly recruitment activity report
- Manages Employee Referral program

Thank you for taking your time to review my application.

Sincerely,

Lennon Halvorson