

Employment Coordinator Cover Letter

8094 Powlowski Hills North Tobyside, WY 84165-7726

Dear Gray Abbott,

I am excited to be applying for the position of employment coordinator. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for customer service to job seekers via phone, e-mail and in-person regarding the employment process and system.

Please consider my qualifications and experience:

- Exercise sound and competent administrative judgement and assume responsibility for decisions, consequences and their subsequent results
- Schedule and track interviews
- Prepare offer letters and associated documentation
- Send out all applicable new hire paperwork and track completion of documentation for each hire
- Assist managers and employees in the office as needed
- No task too small" attitude
- Helpful spirit and willingness to work hard
- Flexibility and focus

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Robin MacGyver