

# Employment Coordinator Cover Letter

3230 Vernon Club Yosttown, MA 39277-3172

**Dear Brooklyn Fritsch,**

I would like to submit my application for the employment coordinator opening. Please accept this letter and the attached resume.

Previously, I was responsible for support to oversee compliance of the employment process for all employment offices and personnel in their Business Unit:.

Please consider my experience and qualifications for this position:

- Provides ad hoc reports as needed
- Prepares offer letters and new hire packages
- Handles routine applicant correspondence
- Schedules phone and on-site interview
- Coordinates on-site hiring events to include space reservations, refreshment orders
- Complies with all legal and professional standards and ensures they are followed during the employment process
- Knowledge of I-9/E-Verify and federal compliance regulations and documentation
- Knowledge of background screening process (familiar with reading court cases, terminology, court record filing)

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

Sincerely,

Brooklyn Zemlak