

Employment Coordinator Cover Letter

5309 Dominique Cove Clarkfort, VA 75741-9905

Dear Parker Schimmel,

Please consider me for the employment coordinator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for administrative support to market HR teams including new employee contracts, addendum to contracts, certificates of employment/employment verification letters and other documentation in relation to the employee life-cycle.

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

- Knowledge and proficiency of desktop productivity software
- Extensive knowledge of prevailing national thought/best practices regarding customized/supported employment and services that support people with IDD in participating in other valued, inclusive roles and settings
- Skills to lead a major statewide initiative to transform a predominantly facility based IDD day services system into a predominately community based employment system
- Analyze the implications of state and federal laws, rules and regulations as they relate to service implementation
- Sensitive to cultural diversity and able to work effectively with a diverse group of stakeholders
- Recognize sensitive and/or potentially "hot button" issues that need to be reported to supervisors/management
- Training or experience in the use of computer applications in word processing, spreadsheets and presentation software
- Knowledge of state and federal laws and regulations related to employment

Thank you for taking your time to review my application.

Sincerely,