

# Employment Coordinator Cover Letter

5059 Mertz Inlet West Son, NH 10628-1143

**Dear Hayden Greenholt,**

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 direct outreach to area employers and employment agencies to gain support for employer and employee transit programs.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- High School and some college preferred
- Demonstrated experience working with business/industry/employers
- Experience working with diverse/at-risk populations
- Requires very good typing skills and strong command of the English Language
- Familiarity with developing marketing materials
- A team spirit as evidenced by a cooperative, willing, flexible attitude
- Exemplifies extraordinary customer service standards with diverse populations while presenting information in accordance with department and institution strategic goals, employee/customer needs, and HR best practices
- Working knowledge of Microsoft Office software, including Excel spreadsheet development and maintenance

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

Sincerely,

Sawyer Gibson