

# Employment Manager Cover Letter

7037 Philip Drives Connellyshire, FL 22390

**Dear Parker Hauck,**

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

In my previous role, I was responsible for formal and informal training for management/supervisory staff on the collective bargaining agreement; applicable laws; policies and procedures; discipline and discharge; and federal, state, and local laws.

Please consider my experience and qualifications for this position:

- Strong people skills including collaboration, communication, and team-building skills
- Decision-making skills in fast paced environment
- Competency with standard server software applications such as Microsoft Outlook, Excel, Microsoft Word
- Possesses considerable initiative and judgment
- Knowledge and experience with Hyperion, OFSA, PeopleSoft, Excel, Power Point and Business Objects
- Conduct interviews via phone (and occasionally, in person), document results, and drive hiring process with the hiring manager and interviewing team
- Measures and reports on progress against the pillars as per the B-BBEE Act
- Provides documentary evidence to support the company's rating

**Thank you for taking your time to review my application.**

Sincerely,

Charlie Hills