

Employment Manager Cover Letter

2553 Wintheiser Junction Raufurt, OH 26930-9104

Dear Royal Farrell,

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

Previously, I was responsible for leadership responsibilities in accordance with the organization's policies and applicable federal, state and local laws.

Please consider my experience and qualifications for this position:

- Previous experience in office management in a similar environment
- Employment terms and conditions
- Provide a track record of success with a HR environment supporting multiple business units
- Demonstrated management of Employee Relations cases, coaching and contracting with managers developing options and recommendations for resolution
- Exhibit a specific interest in developing Employment Relation skills and knowledge
- Exposure to the External Employee Tribunal arena
- PHR/SPHR/ CIPD Certification
- ADP Practitioner and/or OE Green Belt or Advocate Training, desirable but not essential

I really appreciate you taking the time to review my application for the position of employment manager.

Sincerely,

Jordan Ruecker