

Employment Manager Cover Letter

39632 VonRueden PortNorth Karlybury, NJ 89437

Dear Morgan Kassulke,

In response to your job posting for employment manager, I am including this letter and my resume for your review.

Previously, I was responsible for education and advice about proper records management and compliance with the records policy and appropriate local, state and federal laws through meetings, training sessions, and presentations.

Please consider my qualifications and experience:

- Understands and can champion the One HR agenda
- Exposure to CA employment law is strongly preferred
- Able to effectively communicate to all levels in the organization
- Prior ECF experience
- Intermediate to advanced technical skills MS Excel
- Take responsibility for managing the development and delivery of Skills, Employment, Enterprise, and Town Centre schemes in Barnet
- Co-ordinate, manage and monitor the performance of all work streams within the Business, Employment and Skills Team
- Take ownership of the monthly operational requirements for the team, including performance and financial reporting

Thank you for your time and consideration.

Sincerely,

Ari Corwin