

Parking Manager Cover Letter

6579 Ryan Way East Ethaborough, CO 33124-3707

Dear Story Smith,

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

In the previous role, I was responsible for oversee the financial aspect of funds collected by Parking Management vendor and prepare documents for accounting team.

Please consider my qualifications and experience:

- Manage Retailer relationships as they pertain to parking
- Monitor security and assist with employee parking compliance
- Using a telephone
- Communicating verbally in person and on the telephone
- Excellent written and verbal communication skills, analytical and organizational skills, and attention to detail
- Experience with word processing, spreadsheets, databases, word processing software and internet applications
- Experience with special event coordination, parking citation programs and parking permit issuance
- Experience with purchasing, budget procedures and cash handling

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Hayden Swaniawski