

# Parking Manager Cover Letter

9055 Ruby VistaDimplefurt, NM 08500-9131

**Dear Rowan Walsh,**

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 knowledge of faculty and/or staff hiring procedures.

Please consider my experience and qualifications for this position:

- Knowledge and understanding of ProCard policies and procedures
- Understand and respond appropriately to Building Management, tenants, customer and employee inquiries
- Inspect the parking facilities several times daily
- Resolve customer inquiries via email, phone or in person
- Assist Customers at exit gate and POF with payment transactions
- Oversee enrollment initiatives such as Street Teams to introduce/sign up Smart Parking memberships with guests
- Open work orders for repairs/replacement of needs within the parking environment
- Prepare weekly/daily reports for Senior Management recording progress of Smart/Reserved parking, tickets/googledoc's/issues and timeliness of issues resolved

**Thank you for considering me to become a member of your team.**

Sincerely,

Dylan Marvin