

# Parking Supervisor Cover Letter

809 Lyman Glensouth Art, MN 10216-2732

**Dear Morgan Walsh,**

I would like to submit my application for the parking supervisor opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for leadership and direction to the Power Technicians as they service the needs of the plant.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Professional verbal and written communication skills, interpersonal and decision making skills
- Intermediate skills in Windows based programs, including Microsoft Office suite and Outlook
- Experience providing administrative or program support in a professional office environment
- Demonstrated knowledge of the University's parking rules, regulations, and programs
- Previous experience performing account reconciliations in a fast paced environment
- Experience using a large high volume relational database system such as Banner
- Proficient in the use of current office software such as Word and Excel
- Experience preparing statistical reports and creating computer spreadsheets

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

Sincerely,

Emery O'Reilly