

Residential Supervisor Cover Letter

5205 Monroe FerrySaratown, AZ 40565-7996

Dear Casey Carroll,

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

In the previous role, I was responsible for liaison services with Department of Children Services, Mental Health, and other community/state resources to ensure appropriate support services to residents and their families when appropriate.

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:

- Financial literacy and strong attention to detail
- Previous construction supervisory experience highly desirable in Contractor Management / Supervisory Roles
- Exposure to property maintenance philosophies and systems
- Organizing and leading work activities of teams
- Sourcing and procurement of maintenance parts, supplies, and materials
- Sourcing and procurement of furniture
- Assembly moving and staging of furniture
- Event management (set ups and tear downs)

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

Sincerely,

Jordan Howell