

# Residential Supervisor Cover Letter

5666 Corey PortsNew Tarra, MT 96598-3551

**Dear Charlie Orn,**

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

In my previous role, I was responsible for specialized services and interventions related to substance use/addictive disorders, including thematic groups, evidence-based practices, and collaboration with external agencies and resources.

Please consider my qualifications and experience:

- Strong interpersonal skills to create an inclusive environment
- Assists in the selection of Maintainers and Maintainer IIs by interviewing and recommending applicants to insure adequate staffing
- Assists by preparing work standards and schedules to maintain an effective and efficient cleaning program
- Utilizes a Pro-Card or submits purchase request forms to supervisor for the purchase of equipment, supplies and materials
- Ensures there are adequate supplies, materials, and equipment to support employees in their work
- Performs periodic building inspections to ensure efficient utilization of labor and materials and compliance with work standards
- Provides for employee training in cleaning methods and technical tasks by lecture, demonstration and on-the- job training to guarantee knowledgeable and effective personnel
- Maintains records including attendance, maintenance, supply and inventory by updating reports regularly to provide accurate and timely building operations data

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

Sincerely,