

Residential Supervisor Cover Letter

12517 Dibbert PrairieHomerport, TX 31924-3180

Dear Peyton Collins,

I am excited to be applying for the position of residential supervisor. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for monthly report to Cental Office staff pertaining to students with disabilities and coordinates with Central Office staff to ensure institutional compliance with Department of Education rules and audit findings.

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:

- Utilizes word processing personal computer software applications to draft correspondence and maintain records
- Supervises all cleaning and related custodial tasks within his/her area to ensure clean, safe and habitable conditions
- Evaluates the performance and abilities of the staff in his/her assigned area through periodic meetings and through the completion of the APR process to assure the proficiency of employees
- Enacts preliminary disciplinary procedures in consultation with his/her supervisor
- Serves on Residential Life and/or University committees or task groups as needed
- Experience as a lead driver or route supervisor in the waste industry
- Relocation for promotional opportunities
- Trade/relevant qualification either Mechanical or Electrical discipline within an equivalent industry and/or organisational experience

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

Sincerely,

