

# Staffing Assistant Cover Letter

2338 Cummerata Square  
Gavinfort, SD 13005-8028

**Dear Tatum Stanton,**

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

In the previous role, I was responsible for information about admission requirements to potential students, procedures and policies to current undergraduate students and faculty.

Please consider my qualifications and experience:

- Positive attitude, professional demeanor and appearance
- Dependable and committed to superior customer service
- High level of self-motivation and sense of urgency
- General offices computer skills are preferred
- May assist with preparation and delivery of job fairs and other activities relative to event management
- Preferred experience working in a specialized recruitment and/or staffing environment
- Preferred experience supporting multiple executives in a meeting-heavy, fast-paced environment
- Preferred working knowledge of the managed healthcare industry

**I really appreciate you taking the time to review my application for the position of staffing assistant.**

Sincerely,

Emerson Frami