

# Staffing Assistant Cover Letter

60613 Palmer Squares West Josiahfort, NE 41290-8856

**Dear Rory Douglas,**

I submit this application to express my sincere interest in the staffing assistant position.

Previously, I was responsible for input into the development of the Residency Practice policies, procedures, standards and strategies.

Please consider my experience and qualifications for this position:

- Deal with all situations in a confidential matter
- Proactively seek process improvement and workflow efficiency
- Make decisions independently using established policies and procedures
- Providing administrative support to Staffing Manager and Coordinator
- Customer Service to Visitors and Callers
- Documenting in an applicant tracking system
- Current CT CNA license and CPR certification
- Previous experience in an administrative or office management role

**Thank you for your time and consideration.**

Sincerely,

Story Mitchell