

Staffing Assistant Cover Letter

8014 Nienow Knoll Boyeremouth, WI 55794

Dear Brooklyn Reichert,

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

Previously, I was responsible for orientation to new employees regarding staffing policies and procedures, including the computerized scheduling system.

My experience is an excellent fit for the list of requirements in this job:

- Proficiency with MS Excel, Word
- Requires at least 6 months experience using and maintaining scheduling & staffing software
- Experience working in a "face-to-face" client-focused office setting (not retail or call center)
- Stable, consistent work history
- Work well under tight deadlines and in a very busy working environment
- Knowledge of school district policies, procedures, and personnel
- Preferred Other Working knowledge of the managed healthcare industry
- Preferred Other Experience working in a specialized recruitment and/or staffing environment

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

Sincerely,

Avery Kling