

Staffing Assistant Cover Letter

37302 Meta HollowSchultzside, ID 63198

Dear River White,

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 my previous role, I was responsible for input to policies/procedures and promote continual process improvement as the business grows and evolves.

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:

- Maintain Navigator profiles of our Consulting Staff and upload bios when they are updated
- NE staffing project support as needed/assigned
- Create and send out individual staffing confirmations
- Support Staffing team in creation of reports for Washington and regional leadership as needed
- Work closely with CDC Coordinator and Finance to ensure relevant information regarding consulting team members is shared with each department where necessary
- Regularly liaise with Finance to ensure all WAS consulting staff billing and leakage arrangements are accurately captured
- Serve as a primary point of contact and own the process for the WAS new hire/mobility mentor program
- Manage the WAS online team site/Egnyte process for all Washington case teams (creation requests through archive management)

Thank you for your time and consideration.

Sincerely,

Drew Carroll