

Valet Manager Cover Letter

206 Abernathy Crossroad South Candibury, WY 40896-1496

Dear Riley Parisian,

I submit this application to express my sincere interest in the valet manager position.

Previously, I was responsible for information and/or directions regarding resort facilities and amenities.

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:

- Assist with the management and development of a team of employees to accomplish annual and periodic goals/initiatives, while embodying and using LAZ Parking's culture as a guideline
- Lead, direct, and develop team of employees at parking locations in Savannah
- Examine Company vehicles and manage maintenance schedules and needs
- Provides leadership and support to direct reports and mentees assuring consistency and development
- Create weekly work schedule according to department seniority, vacations, and anticipated business
- Recommends any disciplinary action that could lead to termination to Human Resources Department
- Order all necessary items for both departments which include vehicles, audio equipment, signage, hardware, tickets, uniforms
- Document and complete all payroll records on Kronos system to be turned in to Payroll department every other Monday

I really appreciate you taking the time to review my application for the position of valet manager.

Sincerely,

