



November 8, 2016

Dear Applicant:

Thank you for your interest in the position of Parks and Trails Maintenance Supervisor with the City of Baxter, Minnesota. This application packet has been prepared to assist you in the completion of all materials necessary to be considered for this position. Please refer to "Position Announcement/Job Description" for detailed information regarding the position and general information on the City of Baxter. You will also find a general "Application for Employment" form.

When applying, we require that you include:

- A Letter of Interest
- The Application for Employment Form
- A Resume

The deadline for receiving applications is November 23, 2016 at 4:00 p.m.

Please address the application to:

Kelly Steele  
Assistant City Administrator  
13190 Memorywood Drive  
PO Box 2626  
Baxter, MN 56425

Thank you for considering this career opportunity with the City of Baxter. If you have any questions regarding the application packet, please contact Kelly Steele, Assistant City Administrator at (218) 454-5105 or by email at [ksteele@baxtermn.gov](mailto:ksteele@baxtermn.gov).

Sincerely,

Kelly Steele  
Assistant City Administrator