

Your Name  
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June 1<sup>st</sup>, 2016

University of Your City  
Coordinator – Location Campus

Attention Hiring Committee -

I am writing to extend my interest in the Coordinator position posted on the University employment page. After reviewing the list of requirements I realize my professional skills and personal attributes are what you may be looking for and exactly the type of position I have been searching for. I have filled out the appropriate online paperwork and attached my resume for you to review.

I have over ten years of administrative assistant/clerical experience working with boards, deans, company presidents and directors; almost half of that time was spent in an education environment. My past career opportunities have allowed me to be the face of the organization; main phone contact, visitor, donor, and public liaison. I currently have 55 credit hours toward my elementary education degree and plan on completing that within the next year.

My skills include, but not limited to faculty and student assistance, data entry, database development and maintenance, mailings, supply orders, main phone contact, calendar maintenance, financial assistance, budget tracking and reports, record keeping, volunteer placement, work study supervision, coordination of various meetings and events including an annual graduation of over 200 participants. I have experience with college programs. My computer skills include Microsoft Office, general and advanced office skills, and experience with confidential material, multi-tasking, excellent customer service skills and being a key role in maintaining a positive working environment.

I professionally and personally enjoyed my past work experiences while assisting faculty, staff and the general public. I would enjoy being in an education environment once again, where I can excel in a rewarding position.

I truly appreciate your time and consideration. I look forward to hearing from you.

Sincerely,

Your Name