**Your Name**

000.000.0000 🞟 your.email@email.com 🞟 LinkedIn profile URL (optional)

Date

Name  
Organization  
Address  
City, State, ZIP

Dear \_\_\_\_\_\_\_\_\_\_:

I am interested in the Coordinator position advertised on [where you found the job posting]. My resume is enclosed for your review. Given my related experience and excellent capabilities I would appreciate your consideration for this job opening. My skills are an ideal match for this position based on the following:

**Job Requirements:**

* Responsible for evening operations in Student Center and other facilities, including managing registration, solving customer problems, dealing with risk management and emergencies, enforcement of department policies.
* Assists with hiring, training, and management of staff. Coordinates statistics and inventory.
* Experience in the supervision of student staff and strong interpersonal skills are preferred.
* Valid driver's license with good driving record. Ability to travel to different sites required.
* Experience in collegiate programming and management.

**My Qualifications:**

* I register students for courses, design and manage program software, solve customer problems, enforce department policies, and serve as contact for students, faculty and staff.
* I have experience hiring, training, scheduling and management of staff, managing supply inventory, and ordering.
* Minnesota driver’s license with NTSA defensive driving certification.
* Extensive experience in collegiate programming and management.
* Excellent interpersonal and communication skills.

I appreciate your taking the time to review my credentials and experience. Again, thank you for your consideration.

Sincerely,

[Your Name Here]

Attachment: Resume