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# Example of Alumni Relations Coordinator Cover Letter

415 Billie Islands  
Shirleefurt, FL 72360-6591

**Dear Hayden Kozey,**

I would like to submit my application for the alumni relations coordinator opening. Please accept this letter and the attached resume.

Previously, I was responsible for information to the Records office to keep alumni database current and accurate; handle confidential information with integrity.

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:

* Knowledge of the Honors College
* Experience planning and coordinating special events
* Experience in development, community outreach and/or student engagement
* Knowledge of Microsoft Office (Word, Excel, Publisher)
* Knowledge of PhotoShop, InDesign or design skills
* Facility in learning new software
* Knowledge of MailChimp and/or HTML helpful
* Proven experience in prioritizing and multi-tasking is necessary

**I really appreciate you taking the time to review my application for the position of alumni relations coordinator.**

Sincerely,

Charlie Jenkins