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# Example of Alumni Relations Coordinator Cover Letter

899 King Ramp  
North Cortez, NY 41387-2733

**Dear Jordan Rempel,**

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

In the previous role, I was responsible for information to the Records office to keep alumni database current and accurate; handles confidential information with integrity.

Please consider my qualifications and experience:

* Previous event coordination experience
* Experience organizing and planning all details of events
* Experience writing internal and external communications and promotional materials
* Development, annual fund, alumni engagement and/or prospect research experience in a university setting or with a nonprofit and its membership or constituency
* Excellent problem-solving skills, strategic mindset, and dedication to accuracy in work product
* Experience in marketing, branding, or advertising
* Self-motivated and able to work well independently and demonstrate initiative
* Commitment to the mission of American Friends

**Thank you for considering me to become a member of your team.**

Sincerely,

Story Baumbach