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# Example of Alumni Relations Coordinator Cover Letter

5592 Christian Wells  
Kihnville, WA 21567

**Dear Jordan Crona,**

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 excellent customer service for the Association and delivering delightful experiences to our customers; respond to telephone, e-mail, mail and website inquiries, clarify inquiries, provide information, make referrals, follow-up as needed.

Please consider my qualifications and experience:

* Skill in working with an online budgeting process is necessary
* Proven commitment to accuracy and thoroughness is necessary
* General working knowledge of the Microsoft Office software suite is necessary
* Demonstrated experience in database management is necessary
* Knowledge of MailChimp and Oracle is preferred
* Experience in alumni relations, or similar, is preferred
* Values the importance of equity as an organizational operating principle and is committed to equity, diversity, and inclusion
* Some evening and weekend work, as needed

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

Sincerely,

Shiloh Kautzer