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# Example of Alumni Relations Manager Cover Letter

199 Carroll Lock
Merriport, VA 04376

**Dear Dallas Abshire,**

Please consider me for the alumni relations manager opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for general program and administrative support to Alumni Relations team in support of the overall mission of GSB External Relations.

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:

* MBA preferably with a major in Marketing/HR
* Strong knowledge of social media strategies and trends
* Prior experience and proficiency at Microsoft office tools like Excel, Outlook, PowerPoint, etc
* Strong written and verbal communication skills, including facilitation and presentation skills
* Extensive experience with Raiser's Edge or a similar constituent database desirable
* Demonstrably strong writing, oral communication, planning, and organizational skills
* Evidence of being a W
* Evidence of being W

**Thank you for your time and consideration.**

Sincerely,

Finley Bernhard