

Academic Program Coordinator Cover Letter

72222 Hane CampPort Christopher, VT 36163-8250

Dear Indigo Lemke,

In response to your job posting for academic program coordinator, I am including this letter and my resume for your review.

Previously, I was responsible for support for admissions events for prospective students and provide information to external communities about the School of Social Work and social work as a career field;

Please consider my experience and qualifications for this position:

- Experience in leadership, delegation, supervision, mentoring and evaluation
- Additional preferred experience with evaluation/assessment, service-learning, professional writing, and community relations/development
- A history of community involvement
- Coordination of multiple systems and projects
- Preferred experience with marketing and communication
- Proficient in Microsoft Office, Exchange, Word, Excel and PowerPoint, type 55 wpm
- Exceptional oral, written, analytical, interpersonal, decision-making, and problem-solving skills
- Excellent command and understanding of English grammar, spelling, punctuation, sentence structure, and organization

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

River Rice