

Academic Program Coordinator Cover Letter

29944 Wilton Forest North Valentineland, FL 76459-9142

Dear Emerson Hegmann,

Please consider me for the academic program coordinator opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for support in marketing residential/on-campus programs through web advertising, social media, and update our admissions information continuously.

My experience is an excellent fit for the list of requirements in this job:

- Demonstrated track record of problem-solving/problem prevention, organizational and planning skills, results orientation, team/relationship building, consumer/customer focus and interpersonal skills/techniques
- Able to manage multiple competing priorities under pressure, and respond to changing conditions and customer needs
- Diligent in preserving confidential and proprietary information
- Incumbent should be organized, detail oriented (with a focus on accuracy), a strong communicator, and proactive, being able to work independently with limited supervision
- Should possess good coordination skills and be able to effectively work on a team independently
- Should be able to interface cross-functionally and with different groups
- Experience in developing and implementing a PHN specialization preferred
- Current national certification as a public health nurse preferred

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

Sincerely,

Shiloh Medhurst