

# Activities Coordinator Cover Letter

418 Raynor WellWest Wilhelmina, RI 49097

**Dear Sawyer Glover,**

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

In my previous role, I was responsible for interdisciplinary schedule for all MDS assessments and care plans as required by OBRA and PPS.

Please consider my experience and qualifications for this position:

- Great people skills – able to influence and motivate, diplomatic and patient
- Sales, marketing and customer service experience also highly preferred
- Unlimited levels of energy and enthusiasm
- Flexibility – this is not a typical 9-5 and will require regular evening/weekend work
- Confidence/Poise – cool under pressure, willing/able to take charge in an emergency, think and react quickly to daily surprises and thrive in a fast-paced, ever-changing environment
- Plan and execute a range of daily activities appealing to several different interests and demographics within our school
- Develop and publish activity calendars at least 3-6 months in advance
- Emcee new student intakes every Monday including a walking tour of Fisherman's Wharf

**I really appreciate you taking the time to review my application for the position of activities coordinator.**

Sincerely,

Corey Howe