

Activities Coordinator Cover Letter

62479 Rick FieldPort Lanellstad, SC 60443-4119

Dear Dylan McGlynn,

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 ongoing support through comprehensive assessments, MDS completion, care plans, plan implementation and overall evaluation of individual resident needs.

Please consider my qualifications and experience:

- Collaborate with the academic department to create activities that correlate to students' academic journey such as assisting teachers with planning local field trips and coordinating academic info fairs
- Share emergency phone on-call duties with other school staff on a rotating basis
- Able to be TIPs certified
- Previous experience in a similar role desirable but not essential as full training will be given
- Requires experience and proficiency with Word/Excel/Publisher/PowerPoint and Outlook
- Requires excellent communication, customer service and organizational skills
- Work weekends, Holidays and evenings as needed
- Strong attention to detail and risk management awareness

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

Sincerely,

Ari Rohan