

# Activities Coordinator Cover Letter

562 Kiara Roads  
Beierborough, KY 03096

**Dear Onyx Legros,**

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

In the previous role, I was responsible for effective and meaningful training for student leaders on risk management in practice during all event planning processes.

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

- Organize large school-wide events and parties along with regular WOW moments
- Recruit, train and supervise activity leaders to ensure all activities are well-staffed
- Own department budget and daily reconciliation of cash register/credit card transactions
- Organize school storage rooms, gadget inventories and retail sales
- Participate in emergency phone/on-call duties on rotating basis
- Additional school-wide initiatives and events as assigned
- Outstanding interpersonal, office management and communication skills, self-starter and multi-tasker
- Manager on Duty rotation

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Denver Dare