

# Activities Coordinator Cover Letter

1292 Paul Squares Lake Katinafort, FL 28646-0002

**Dear Phoenix Wolff,**

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

In my previous role, I was responsible for active support to process owners /departments for the formalization and design of local procedures and ensure that actual processes and controls are adequately described approved and communicated in local procedures.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Plan and execute a variety of student activities on a daily basis appealing to many different demographics (our students are ages 13-85, study 2-52 weeks and hail from 25+ countries)
- Run the weekly intake
- Promote school events and excursions and design advertising posters, leaflets etc
- Ensure that varied information is available to students for leisure time activities, such as tourist information for other destinations, travel information and timetables
- Update school's MyEF account minimum 3 months in advance
- Maintain school's Facebook, Snapchat and other social media accounts daily
- Advise student ambassadors to provide input into activity offerings and foster school spirit
- Create and support intramural clubs for long term students related to sports, special hobbies or professional/academic interests

**Thank you for your time and consideration.**

Sincerely,

