

# Activities Coordinator Cover Letter

25804 Hackett Vista Lioneltown, LA 94407

**Dear Dallas Crooks,**

I submit this application to express my sincere interest in the activities coordinator position.

In my previous role, I was responsible for assessments of new participants, updates on going care plans, meet the documentation requirements, state guidelines, and complete ongoing education requirements.

Please consider my experience and qualifications for this position:

- Possess a smile!
- Certification and/or Experience in Dementia Care preferred
- Flexible Schedule- willing to work on weekends and holidays
- Developing a social activity program appropriate to the ages and cultural variety of our students
- Accompany students on school-organized social or sports events
- Promote the upcoming activities to keep students' interest and participation high
- Collect timely and accurate payments for all activities
- Keep all notice boards up to date regarding the social program

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

Sincerely,

Reese Runolfsdottir