

Activities Director Cover Letter

6802 Rempel CommonWest Marifurt, NM 98090-8748

Dear Briar Leffler,

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

In my previous role, I was responsible for oversight for the HR Shared Services/payroll team, ensuring full compliance with all federal, state, and local laws and regulations as well as payroll policies.

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:

- Experience with the functions, management, and implementation of Greek Housing
- Willingness to work a flexible schedule including evening and weekend hours when necessary
- Flexibility to adapt to a changing student life environment is necessary
- Demonstrated commitment to creating inclusive environments
- Computer literacy, especially concerning computer graphics and desktop publishing
- Work with Steering Committee and other stakeholders to produce high-quality, useful programs
- Work with other CBC staff members to integrate CBCAN with other programs
- Work with CBCAN participants to assure high-quality presentations

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Tatum Auer