

Activities Director Cover Letter

8226 Beier VilleNorth Shea, LA 56542-3383

Dear Greer Ward,

I am excited to be applying for the position of activities director. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for leadership to ensure that each facility provides the highest quality, most cost effective healthcare possible, and the operations are in compliance with the Joint Commission requirements as well as local, state and federal laws and regulations.

Please consider my qualifications and experience:

- Work with CBC colleagues to invite/recruit participants in CBCAN
- Significant knowledge of and connections to the Chicago-area biomedical ecosystem
- Well-established network of contacts in the biotech entrepreneurial community
- Active participation in local biomedical organizations
- Able to work non-traditional hours week day/weekend
- Experience working with students in education/higher education
- Experience in preparing and managing organization budget
- Experience in event/MWR planning

Thank you for taking your time to review my application.

Sincerely,

Peyton Feil