

# Activities Director Cover Letter

400 Hackett Motorway Port Johnnie, FL 43860-7072

**Dear Indigo D'Amore,**

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 strategic direction on risk assessments and audits within the organization to measure compliance with state and federal laws and regulations, and accreditation standards.

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:

- Experiences with leading dialogues and facilitations, student advising, and program development/implementation
- Experience supervising and mentoring student staff
- Experience working with a diverse community and commitment to diversity and social justice
- Possess experience as it relates to the oversight and management/advisement of campus activities, student organizations, large scale programming efforts, and Greek letter organizations
- Serve as the back-up movie volunteer for movies that do not have volunteers
- Ensure Homecoming Kickoff Event is planned and executed with the help of the Weekend Programs
- Understand how to operate the popcorn machine and teach others
- Recruit volunteers to monitor each movie during the semester

**Thank you for considering me to become a member of your team.**

Sincerely,

River Conn