

Activities Director Cover Letter

187 Feeney TraceBednarborough, NJ 67258

Dear Spencer Tremblay,

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 guidelines for decision-making, ensuring compliance with JHM and JHMI directives, Federal and State laws and regulations, and accreditation requirements for faculty appointments and the JHACH residency/teaching programs.

Please consider my qualifications and experience:

- Demonstrated knowledge of current research, trends and issues in college student activities
- Knowledge of student leadership and student development theory and their applications in practice
- Knowledge of and experience in developing and presenting training programs for student leaders and/or employees
- Experience using technology and software in support of student activities and services
- Activities Director certification preferred
- Activities experience
- Displays sound and confidential judgment
- Collaborative, conscientious, and results-oriented

I really appreciate you taking the time to review my application for the position of activities director.

Sincerely,

Frankie Wintheiser