

# Activity Director Cover Letter

81558 Reynolds Lodge North Johnson, MN 14082

**Dear Royal O'Connell,**

In response to your job posting for activity director, I am including this letter and my resume for your review.

In the previous role, I was responsible for continuous consultation while ensuring adherence with all federal and state regulations and compliance requirements.

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:

- Demonstrated task management capabilities
- Experience in management on USG-funded projects
- Demonstrated experience providing national and regional-level technical assistance to government ministries and education offices
- Demonstrated experience designing and managing in-service teacher training activities
- Fluency in English and Tagalog
- Related experience to include community organizing and partnership building
- Demonstrated understanding and commitment to lifelong learning, civic engagement, service, and partnership building
- Excellent communication to include written communication, group facilitation, and program presentation

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

Sincerely,

Bellamy Poulos