

# Activity Cover Letter

6655 Emil PortsPort Donnie, TN 31874

**Dear Finley O'Keefe,**

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

In my previous role, I was responsible for training, consultation, technical assistance and support to principals, secretaries, bookkeepers and sponsors in the administration and record keeping requirements of all District activity funds.

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:

- Activities Coordinator certification preferred
- GCSE or equivalent in Math's, English and a technology related subject
- Working knowledge of the psychiatric process and its relationship to arts, crafts, sports, games, small/large group activities preferred
- Remaining calm under pressure and can use own initiative
- Positive attitude, strong sense of ownership and the drive to succeed
- Confident to lead group of people around Manchester and other cities in the U.K
- Confidently deliver tour information to groups of people and have a good group presence
- Maintain a valid NYS Driver's License within agency criteria

**Thank you for taking your time to review my application.**

Sincerely,

Avery Mills