

Activity Cover Letter

456 Joaquin Ramp
Lake Paulette, DE 04253-2925

Dear Emerson Labadie,

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 patient with information regarding resources and therapeutic recreational/leisure activities in the community.

Please consider my qualifications and experience:

- Adheres to monthly budget and continually looks for ways to enhance the resident experience in terms of the quality of programs paid vendors deliver
- Plan and implement special seasonal events to celebrate resident birthdays, anniversaries, and holidays
- Keeps Activity Room organized and welcoming
- Assist in arranging and at times render transportation for the residents
- Lead exercise sessions and coordinate with professional instructors to teach fitness classes (i.e., Tai Chi or Yoga) – based on budget and/or resident interest
- Recruit and coordinate resident and public volunteers to successfully enhance daily activities and events – focusing on volunteers' interests and passions
- Participate in regional conference calls and companywide trainings
- Build relationships and market program successes on a weekly basis with local community contacts

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

Sincerely,

River Russel