

Activity Cover Letter

70912 Carroll HarborsNew Yasmine, MS 44519

Dear Onyx Moen,

Please consider me for the activity opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for subcontract and procurement support for WEI/Bantwana OVC program, ensuring the highest degree of integrity across the ICDY Activity programs and with Primary Local Partners (PLP).

Please consider my qualifications and experience:

- Promote activities, events, and community within the media by working with Support Center Communications and Resident Experience
- Experience coordinating, planning and executing group activities and events
- Thorough knowledge of Outlook, Word, Excel, and PowerPoint
- Knowledge of NYC and local attractions
- Previous experience working in a group setting with elders is preferred
- Activity Coordinator Certification
- Enjoys the hospitality industry
- Remains calm under pressure and able to use own initiative

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Lennon Wiegand