

# **Administrative & Program Specialist Cover Letter**

2213 Doyle PortNew Ahmedtown, WA 36957-2658

**Dear Casey Douglas,**

In response to your job posting for administrative & program specialist, I am including this letter and my resume for your review.

Previously, I was responsible for support to managers and hiring officials in the recruitment, selection and hiring process using the online position management/recruitment system (PeopleAdmin) for both faculty and staff.

My experience is an excellent fit for the list of requirements in this job:

- Knowledge of and experience with delivering academic support to a SF State's diverse student body, including first-generation and underrepresented students
- Experience in developing training tools for student tutors
- Experience with licensing systems and procedures
- Experience analyzing and applying complex rules, regulations and laws
- Excellent organization and logistic coordination skills
- Experience taking and writing minutes
- Experience updating web pages
- Demonstrated proficiency with computers, word processing programs, database searches

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

Sincerely,

Drew Heaney