

Administrative & Program Specialist Cover Letter

62544 Kulas PikeCedrickburgh, KY 71041

Dear Cameron Halvorson,

Please consider me for the administrative & program specialist opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for direct supervision to administrative staff, including leading all recruitment, hiring, performance management, and termination of team members.

Please consider my experience and qualifications for this position:

- Experience with and participation in an undergraduate research internship
- Familiarity with Oregon coastal and marine issues and communities
- Sound judgment, strong organizational skills, and demonstrated experience multitasking
- Effective oral and written communication with diverse participants
- Experience with meeting or event coordination
- Experience in peer mentoring
- Experience with social media (blogging, Facebook, Twitter, developing and posting web content)
- Direct experience and participation in the Summer Scholar Program

Thank you for considering me to become a member of your team.

Sincerely,

Ari Keeling