

# Athletic Coordinator Cover Letter

60753 Boyle Locks East Bryantown, FL 87820-3337

**Dear Parker Zboncak,**

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

In the previous role, I was responsible for accurate information related to curriculum, graduation requirements, and university policies and procedures by meeting in person, by phone, or communicate by email.

Please consider my experience and qualifications for this position:

- Evidence of outstanding organizational skills
- Demonstrated commitment to multicultural competence with the skills and experience to work with diverse individuals
- Knowledge and experience concerning Board of Certification (BOC) Approved Provider status
- Fundable line of scholarship and/or record of receipt of grants
- CPR/AED/First Aid Professional Rescuer Instructor
- Demonstrated direct experience working with diverse populations
- Thorough knowledge of the rules and regulations of sport and Special Olympics adaptations
- Experience with website platforms (e.g., PrestoSports, Sidearm or similar) preferred

**Thank you for your time and consideration.**

Sincerely,

Drew Ullrich