

Budget Coordinator Cover Letter

3992 Wunsch LocksWest Luther, MN 52044

Dear Parker Ferry,

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

In the previous role, I was responsible for technical assistance regarding accounting procedures and assures compliance with standards, policies and procedures.

Please consider my experience and qualifications for this position:

- Dedication and enthusiasm for the job
- Proactively approach follow up, tracking, risk assessment and mitigation and then escalate appropriately
- Adaptable, team-centric, willing to learn
- Proficient in Word, Excel, Power Point, Sponsor budget/contract repositories
- Strong communicator—comfortable raising concerns to Project Managers and Managers at the Site level
- Motivated to work in fast-paced environment
- Experience in accounting and grant administration preferred
- Some college or technical training, or related experience preferred

Thank you for taking your time to review my application.

Sincerely,

Royal Grimes