

Education Program Coordinator Cover Letter

855 Ollie Meadow Lake Elwanda, MD 64569-0878

Dear Zion Farrell,

I submit this application to express my sincere interest in the education program coordinator position.

Previously, I was responsible for support to Faculty Program Directors including scheduling of student meetings, preparing meeting agendas, recording and maintaining meeting minutes, and other educational ad hoc requests.

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

- Manage details with accuracy
- Monitor day-to-day operational activities
- Prepare and monitor complex budgets, grants, or other funding entities
- Monitor, train, and provide feedback to new instructors
- Coordinate and evaluate programs and delivery of services
- Flexible schedule to cover office and weekend promotional events
- Post-Secondary teaching experience in cybersecurity
- Extensive knowledge of productivity software, including database management

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

Sincerely,

Ryan Jones