

Education Program Coordinator Cover Letter

679 Kovacek Park
Lake Luannaside, HI 64590-6135

Dear Riley Heathcote,

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

In my previous role, I was responsible for thoughtful feedback about residents when appropriate; take meeting minutes to meet ACGME requirements.

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

- Strong interpersonal & intercultural skills
- Experience reconciling invoices
- Minimum 3 months international study/living experience different from home country
- Proficient in Excel and knowledge and skills in various formulas
- Experience working with TerraDotta and Qualtrics
- Professional proficiency in a second language
- Training or education experience
- Curriculum development and program management experience

Thank you for taking your time to review my application.

Sincerely,

Tatum Wehner