

Education Program Coordinator Cover Letter

86935 McDermott CliffsPort Raul, AL 83345

Dear Oakley Bergstrom,

I would like to submit my application for the education program coordinator opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for mentoring, coaching, and training to improve performance of GME Program Coordinators (I,II,III) on procedures and policies established by the program(s), departments, sponsoring institution, ACGME, etc.

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

- Demonstrated computer skills (word processing, spreadsheets, database and e-mail applications)
- Background or interest in education
- Enthusiasm about working closely with trainees
- Background or demonstrated interest in global health
- Proficiency with Microsoft Office programs including Word, Excel, PowerPoint, Outlook
- Facility with online web-based tools such as Qualtrics, RedCap, and Mail Chimp
- Willingness to work occasional nights and weekends for major educational and fundraising events
- Demonstrated experience in the social work field using advanced generalist knowledge, values, and skills

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

Sincerely,

Frankie McClure