

# National Coordinator Cover Letter

421 Connelly RueKihnhaven, IA 04492

**Dear Cameron Cummerata,**

I am excited to be applying for the position of national coordinator. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for input, analysis and research in related thematic areas relevant for the successful implementation of UN Women's projects in Libya;

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

- Corrugated Industry Experience preferred
- Excellent organizational, communication and customer relations skills
- Capable of working under pressure, prioritizing and meeting deadlines
- Knowledge of Microsoft Office, Delphi, Opera, and other relevant software
- Follow up on actions of committee or group to ensure decisions are implemented, task sheets distributed, materials are prepared, appropriate parties notified
- Prepare agendas and corresponding documents/reports for meetings
- The role will provide administrative support to the five Sales Leadership Team (SLT) members and the VP of Sales where appropriate and will support the forecasting process
- Support SLT member/VP Sales forecast, manage and set SG&A budgets

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Royal Jenkins