

# National Coordinator Cover Letter

800 Bella FallBechtelarmouth, OH 13718

**Dear Oakley Nicolas,**

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

Previously, I was responsible for campus stakeholders with guidance and education about zero waste and waste diversion best practices, green purchasing, and information about hosting green events.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Process invoices, create PO#'s and ensure SG&A spending is being applied to the correct budgets in Ariba system
- A good understanding of general business operations with intermediate knowledge of Word and PowerPoint and working knowledge of remaining Microsoft Office Suite applications
- Experience and judgment to anticipate and address potential problems or questions regarding projects
- Experience communicating in a virtual environment utilizing workflow systems, Instant Messenger (IM), email, and phone
- Attention to detail, organization, and great follow-up skills
- Computer literate, including word processing, presentation, database, and web applications (e.g., Word, Excel, PowerPoint, Google apps, e-mail, calendars, Skype)
- Daily, monthly and annual monitoring and working with both the National Operations Manager, National Account Manager and BMG for forecasting up to one Fiscal ahead
- Co-ordinate, populate and publish the LE Tracker

**I really appreciate you taking the time to review my application for the position of national coordinator.**

Zion Botsford