

# Outreach Coordinator Cover Letter

4719 Toshia Knoll Lake Carmelaton, OR 66039-4524

**Dear Bellamy Ferry,**

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

In the previous role, I was responsible for assistance as needed to the HRIS and Onboarding specialist with various data entry and report generation.

Please consider my qualifications and experience:

- Attend annual school site visit
- Client management, business development, sales, marketing, outreach or other relevant business experience
- Experience with labor and/ or building trades unions preferred
- Thorough knowledge and experience working with a diverse student population
- Strong communication and public speaking skills to interact effectively with prospective students, advisors, alumni, university representatives and partners individually in large and small groups
- Exceptional attention to detail and outstanding writing skills to develop communications aligned with School branding efforts
- Knowledge of admissions tracking and communication systems
- Experience supporting social media platforms (Facebook, Twitter)

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

Sincerely,

Brooklyn Huels