

Outreach Coordinator Cover Letter

477 Gloria WaysWest Gino, SD 72807

Dear Skyler Weissnat,

In response to your job posting for outreach coordinator, I am including this letter and my resume for your review.

In the previous role, I was responsible for labor market and community resource information; monitors participant performance on the job and counsels participants when job performance is not satisfactory.

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

- Understanding of the arts and diverse cultures
- Skill in writing and proofreading
- Willingness to do some evening and weekend work
- Commitment to foster respectful communication and collaboration within a diverse community commitment to diversity
- Knowledge in excel, outlook and PowerPoint
- Aptitude for data, analysis, problem solving
- Experience with HEDIS preferred
- Capable of self directed work and working in team atmosphere with others

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

Sincerely,

Oakley Terry