

# Risk Coordinator Cover Letter

182 Maritza Junction North Esteban, CT 22541

**Dear Cameron Effertz,**

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

In the previous role, I was responsible for instruction to staff and subcontracted staff on the use of state wide systems, policy and procedures.

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:

- Confident with Microsoft Word and Excel
- Flexibility with evening hours
- Experience taking initiative in complex environments and systems
- Experience and comfort having critical conversations with students that move them toward realistic goals and next steps
- Detail oriented and data savvy
- Able to maintain multiple, deep relationships with students and adults at one time
- Strong working knowledge of insurance claims and related processes
- Broad organizational and data management skills in multiple software programs and accounting applications

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

Sincerely,

Charlie Hessel