

School Cover Letter

232 Lyle Forges North Junior, GA 11160-0858

Dear Shiloh Champlin,

Please consider me for the school opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for special operations learning content and Subject Matter Experts to PME students, faculty, and senior leaders visiting Headquarters, USSOCOM, historically 12-15 events per year.

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:

- Excellent organizational and time-management skills and will be self-motivated and possess strong interpersonal, written, and verbal skills
- Experience working with volunteers within a committee framework
- Proficiency using MS Office applications, Raiser's Edge (or similar donor database) and fundraising software such as BidPal
- Possess excellent interpersonal, verbal and writing skills
- Capable of managing multiple projects and meeting deadlines
- Working knowledge of Blackbaud Raiser's Edge or experience using a similar donor database system
- Excellent organizational skills and will be self-motivated
- Experience working with and motivating volunteers and volunteer leaders within a committee framework

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

Sincerely,

Story Halvorson