

# Team Coordinator Cover Letter

374 Tiffany Creek Kozeyville, SC 23554-9005

**Dear Lennox Kutch,**

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

In the previous role, I was responsible for governance to team of medical providers (Nurse Practitioners, Occupational Health and Emergency Response Nurses, Primary and Advanced Care Paramedics), along with third party medical providers working in the health centre facilities.

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

- Meeting and greeting visitors to site
- Book lunch for all day meetings
- Acting as the point of contact for internal and external customers
- Ensure visitors are aware of H&S and security procedures on site
- Assisting the Executive team with diary management
- Hold and update organisation charts for the business
- Manage email distribution lists
- Coordination of induction for new starters

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

Sincerely,

Brooklyn Adams