

Theatre Cover Letter

91666 Tyler StravenueWillmsfurt, MD 51698

Dear Parker Reilly,

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

In my previous role, I was responsible for and maintain daily reports and liaise with Customers/Theatre Care Rental and the nominated Carrier regarding missing trays.

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:

- Organization/general office management
- Excellent interpersonal skills for relating effectively with faculty, staff, and students
- To manage the division office, including phone calls, emails, student visits, faculty appointments, ordering supplies, supervising student workers, and maintaining and/or arranging for repair of office equipment
- Maintains the division finances, computer files, and databases
- Assists the division chair with budgets, catalog revisions, class schedules, preparing administrative reports, organizing meetings and division events, and interviewing and hiring student workers
- Student/Faculty organization
- Serves as First Floor Coordinator for Elder Hall
- A general interest in the arts and technical theatre

I really appreciate you taking the time to review my application for the position of theatre.

Sincerely,

Robin Lehner