

University Relations Cover Letter

599 Orn HarborsMarvinport, AL 62456

Dear Cameron Bogisich,

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

In the previous role, I was responsible for support to University Relations team including but not limited to complex in-person or telephone interviews, conference calls, video conferences, etc.

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:

- Understands and supports the vision/mission/goals of the CMU Alumni Association
- Comfortable working with technology through office and communication applications
- Adeptness with Microsoft Office Suite, particularly Excel and experience working with pivot tables
- Basic knowledge of HR legal / regulatory requirements
- Demonstrates flexibility of behavior
- Excellent verbal and written communication skills, outstanding customer service skills
- Focus the organization's efforts on priority recruiting activities at assigned colleges / universities and institutions, overseeing involvement, ensuring appropriate timing
- Flexible work schedule to include some evenings and weekends

Thank you for your time and consideration.

Sincerely,

Onyx Kulas