

# University Relations Cover Letter

55972 Brooks Square Lake Julesport, ID 77328-9564

**Dear Onyx Collins,**

I would like to submit my application for the university relations opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for support for tasks such as (but not limited to) data entry and administrative processing related to hourly hiring.

Please consider my qualifications and experience:

- Provide full staffing administration support for all university relations hires, including interview scheduling, offer letter creation and approval, and onboarding process
- Maintain centralized document/resource retention for the University Relations Team
- Partner with key vendors
- Insure timely processing of invoices and accurate accounting principles for university recruitment efforts
- Intellectual curiosity and constantly looking for ways to improve upon things
- Superb attention to detail and data management skills
- Outstanding verbal/written communication skills, including a willingness and talent for working with college-level students
- Excellent organizational skills, time management and calendar management skills

**Thank you for your time and consideration.**

Sincerely,

Sam Ondricka