

University Relations Cover Letter

23387 Mayer Terrace Westmouth, VT 81406-6319

Dear Drew Russel,

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

Previously, I was responsible for additional health and wellness services including but not limited to MTM, immunizations, and blood pressure screenings.

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:

- Intimate knowledge of the entire web site creation process from discovery to content strategy to design and development
- Not-for-profit or university setting experience
- Web development experience in a team environment
- Embrace the collaborative structure for campus communications
- Demonstrated experience as key contributor in a small, high impact team
- Experience with OFCCP compliance aspects of Internet Applicants
- Demonstrated computer competency and preferably knowledgeable of Microsoft and data management systems
- Demonstrated strong presentation and organization skills

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

Sincerely,

Stevie Waters