

University Relations Cover Letter

12776 Ivy VillagesCedricland, MS 88695-3417

Dear Oakley Predovic,

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 administrative support for university focused program management tasks within HR software and systems, including but not limited to: Workday, Yello, Sharepoint, Handshake, etc.

Please consider my experience and qualifications for this position:

- Understanding of strategic planning and assessment methods
- Leads the development and maintenance of ongoing partnerships with CoSa leadership and HR Business Partners
- May lead cross-functional strategic projects/teams to implement University Relations/College Recruiting related programs and initiatives
- Establishes strategic partnerships with outside vendors and consultants to incorporate industry best practices, trends, processes, and products and services into current staffing program strategies
- Knowledge of employment laws, federal/local regulations, and strategic planning
- Strong analytical and organizational skills and a customer service orientation
- Is an independent thinker and self-starter with the bandwidth to multi-task and work on several key projects simultaneously
- Is comfortable with ambiguity and working in a high-energy, quickly changing and demanding environment

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

Sincerely,

Denver Ratke