

# University Relations Cover Letter

794 Lind LockLake Laquandabury, IN 61107

**Dear Bellamy Flatley,**

I am excited to be applying for the position of university relations. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for post-employment communication for terminated employees, including but not limited to: general benefit continuity questions, basic payroll questions, etc.

Please consider my experience and qualifications for this position:

- Has critical attention to detail
- Has a continuous improvement mindset and a passion for excellence
- Business development experience working with senior levels of corporate managers and officials, Senior Vice Presidents, members of Board of Directors, and Chief Innovation Officers
- This opportunity calls for a professional who, by virtue of education and/or professional experience, is credible in partnering with engineering/computer science faculty and corporate counterparts, others throughout the university
- Business field of study
- Working knowledge of Microsoft Office Suite including Word, PowerPoint, Excel, Outlook and Project
- Experience in relationship building and relationship management
- Coordinate all campus visits and events, including communicating with schools, registering for career fairs, scheduling interviews, and arranging travel logistics

**Thank you for taking your time to review my application.**

Sincerely,

Robin Marks