

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

I am interested in the Coordinator position advertised on XYZ. My resume is enclosed for your review. Given my related experience and excellent capabilities I would appreciate your consideration for this job opening. My skills are an ideal match for this position.

Your Requirements:

- * Responsible for evening operations in Student Center and other facilities.
- * Assists with hiring, training, and management of staff. Coordinate statistics and inventory.
- * Experience in the supervision of student staff and strong interpersonal skills are also preferred.
- * Valid Minnesota driver's license with good driving record. Ability to travel to different sites required.
- * Experience in collegiate programming and management.

My Qualifications:

- * Register students for courses, design and manage program software, solve customer problems.
- * Hiring, training, scheduling and management of staff, managing supply inventory, and ordering.
- * Minnesota driver's license with NTSA defensive driving certification.
- * Extensive experience in collegiate programming and management.
- * Excellent interpersonal and communication skills.

I appreciate your taking the time to review my credentials and experience. Again, thank you for your consideration.

Sincerely,

Your Signature

Your Typed Name