**August 10, 2020**

**Position:** Coordinator/Specialist

**Dallas, TX**

Dear **Employer,**

After reviewing the job announcement for the **Coordinator** position, I am confident that my knowledge, skills and experience will be a great asset in this role. Though my background isin **healthcare, marketing and project management, my interest in this position is stemmed by my passion for education, leadership development and community outreach**. It is important to understand how people learn and it is my mission to push people beyond their own limits—or the limits that society has placed upon them.

Please see highlights of my accomplishments that align with the job description:

* While volunteering with the XYZ Professional group I led a recruitment campaign that integrated social media marketing techniques and presence at camp fairs which led to increased participation by 50% for middle school camps.
* **Accomplishment 2 –** note transferrable skills (facilitating meetings with stakeholders)
* **Accomplishment 3 –** showcase your decision-making skills, ex. choosing the new software for the company and implementing a company-wide system upgrade

You will find a more detailed account of my qualifications in the attached résumé. I welcome an opportunity to discuss this position, and hope we can arrange a mutually convenient time for us to meet. Thank you in advance for your time and consideration.

Sincerely,

**Your Name**