Your Name

Address

Email

Phone

Date

Human Resources Department  
Organization  
Address   
City, State Zip   
  
Dear Search Committee:

My name is John Smith and I am applying for the Program Coordinator position for the Masters of Business Analytics Program at Wittenberg University. I bring a wealth of experience in higher education at all levels including administration. I feel that I am the best qualified candidate for this position based on the following reasons:

* **Program planning and administration experience:** I managed and evaluated Thomas More College’s accelerated programs for three years. I also served as a liaison between departments, and I built strong relationships with faculty, staff, students, and community partners. Finally, as the only employee at the \_\_\_\_\_ location, I had to multitask, solve problems, and make independent decisions on a daily basis.
* **Sales and customer service experience:** I have over three years of experience in retail and outside sales. Also, in my current position at the Thomas Library, I provide excellent customer service to a diverse population via telephone, e-mail, and in-person connections.
* **Communication skills:** Having over ten years of experience teaching college English courses, I have outstanding oral, written, and interpersonal communication skills. Furthermore, I have created and edited content for print and internet publications.

It would be an honor to be granted an interview for this position. I look forward to hearing from you and am available for any questions that you might have. Thank you for considering my application.

Sincerely,