

Your Name
Address
Email
Phone

Date

Human Resources Department
Wittenberg University
200 W. Ward St.
Springfield, OH 45504

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. This experience will allow me to easily navigate your campus culture in order to build effective bridges with the graduate program.
- **Sales and customer service experience:** I have over three years of experience in retail and outside sales. In addition, 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. This will serve Wittenberg University well as I interact and work with prospective students.
- **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. I have confidence that I will be able to communicate the benefits and competitive advantage of this graduate program to outside constituents.

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,