

NAME

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July 8, 2015

Employer Recipient
Recipient Title
Department
Organization or Company
Address

Ms, Mr, Dr. Smith:

With utmost enthusiasm, I would like to express my interest in the Administrative Assistant & Coordinator position for the Department of Inclusion and Justice at Georgetown University. I believe that my passion for serving others, strong commitment to building structures that provide stability and support, and interest in spiritual development make me a strong candidate to join the Department of Inclusion and Justice staff at Georgetown University.

As a candidate, I will immediately bring leadership, organization, and analytical capabilities to your team: three qualities that would be helpful in managing intern staff, coordinating outreach efforts, and providing support to administration. In my role at [Organization Name], I coordinated after-school bible based community programming within the k-6 public education system for our city. I was also able to showcase my coordinating and analytical abilities as a Program Coordinator in [Outreach Organization] by establishing training and program protocols, and creating a data tracking system. This experience provides a foundation for managing community-based outreach initiatives and Mentoring Group coordination and support efforts, as well as day-to-day records management for the office.

I have displayed my careful approach to building relationships by developing an AV/IT ministry team and children's ministry leaders. At [Organization Name], I frequently supported Sunday morning worship, youth, children, and platform ministries. In addition, I had the opportunity to pursue pastoral leadership development that has honed my interpersonal and leadership skills. These abilities will be helpful in overseeing intern staff and creating relationships with the Georgetown and DC community. Everything I have engaged in has been driven by my keen interest in spiritual development and discipleship.

I look forward to contributing my skills and experience to the Administrative Assistant and Coordinator position and hope to have the opportunity to speak with you further about how I can be an asset to your team. Thank you for your time and consideration.

Sincerely,
[Signature]

Name