

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Activity Director Cover Letter

Dear

I'm sending you this letter to show my interest after seeing your posting for a position as an activity director. My expertise in event organizing should be a huge asset to [mention the name].

To give you an indication of the value I can contribute to Lutheran Senior Services, here is a list of my qualifications:

For more than [mention the number] years, I held the job of activity director at various facilities, where my knowledge allowed me to modify the events to suit the demands of the operation.

- To ensure that events ran smoothly, acted as a liaison between management and staff in sites outside of facilities.
- Excellent interpersonal abilities that enable me to operate well either alone or as a team member.
- Experience in selecting the most appropriate themes for the events, as well as the capacity to accommodate any unique requirements required for the organization to achieve its objectives.
- The capacity to successfully plan and coordinate events while adhering to the budget given.

I think my focus on detail and adaptability help me stand out in a good manner by making sure the event is a success. I am confident that I would be a great asset to your business.

I would be grateful for the chance to talk with you in person about my experience and see what I can do to aid [mention the name]. My phone number is [mention the number], and my email address is [mention the email address]]. I'll be anticipating your call.

Sincerely,

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]