



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