

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Phone Number] | [Email Address]

[Date]

[Hiring Manager Name]
[Title, e.g., Director of Admissions/Outreach]
[Community College Name]
[Department Name]
[College Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my strong interest in the Academic Outreach Coordinator position at [Community College Name], as advertised on [Platform where you found the job]. With my background in [mention your degree or relevant field] and my experience in [mention a key skill like student recruitment, program coordination, or community partnership], I am eager to contribute to your mission of providing accessible education to a diverse student population.

Throughout my career, I have demonstrated a commitment to student success and community engagement. At [Previous Employer/Institution], I successfully [describe a specific achievement, such as increasing enrollment or launching an outreach initiative]. This experience allowed me to hone my skills in public speaking, relationship management, and data tracking-qualities I know are essential for an effective Academic Outreach Coordinator.

I am particularly drawn to [Community College Name] because of your reputation for [mention a specific college program or community value]. I am confident that my ability to build bridges between educational institutions and local organizations will help expand the college's reach and support underserved populations in achieving their academic goals.

I welcome the opportunity to discuss how my professional background and passion for community college education align with the needs of your outreach team. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]