

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Current Date]

[Hiring Manager Name]
[Department Name]
[Institution/Organization Name]
[Office Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my interest in the Continuing Education Outreach Coordinator position at [Institution Name], as advertised on [Platform]. With a background in [Your Field/Education] and a proven track record in community engagement and program promotion, I am eager to contribute to the growth and accessibility of your lifelong learning initiatives.

In my previous role at [Previous Organization], I successfully coordinated outreach efforts that resulted in a [Percentage]% increase in program enrollment. I have extensive experience in building strategic partnerships with local businesses, non-profits, and professional associations to identify educational gaps and develop responsive programming. My approach focuses on data-driven marketing strategies and inclusive communication to reach diverse adult learner populations.

I am particularly drawn to [Institution Name] because of your commitment to [Specific Program or Value]. I am confident that my skills in event planning, stakeholder management, and public speaking will allow me to effectively represent your department and expand your organizational reach.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the goals of your continuing education department.

Sincerely,

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