

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

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

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the K-12 Academic Outreach Coordinator position at [Institution Name], as advertised on [Platform]. With a background in [Education/Program Management/Public Relations] and a dedicated commitment to fostering educational equity and college readiness, I am eager to contribute to your mission of bridging the gap between [Institution Name] and the regional K-12 community.

During my tenure at [Previous Organization], I successfully managed [Project or Program Name], which resulted in a [Percentage]% increase in student participation from underserved districts. My experience includes designing curriculum-aligned workshops, coordinating large-scale campus visitations, and building sustainable partnerships with school administrators and community stakeholders. I am particularly adept at translating complex academic resources into engaging opportunities for students of diverse backgrounds.

I am drawn to [Institution Name] because of your commitment to [Specific Initiative or Value]. I am confident that my skills in event logistical planning, data-driven program assessment, and my ability to communicate effectively with both faculty and K-12 educators make me an ideal candidate for this role.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience in academic outreach can support the strategic goals of [Institution Name].

Sincerely,

[Your Signature]

[Your Printed Name]