

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

[Date]

[Hiring Manager Name]
[Title/Search Committee Chair]
[Department Name]
[University Name]
[University Address]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the **Academic Outreach Coordinator** position at [University Name], as advertised on [Source of Job Posting]. With a background in [Your Field of Study] and proven experience in [Key Skill, e.g., Program Development or Community Engagement], I am eager to contribute to your institution's mission of bridging the gap between academia and the broader community.

In my previous role at [Previous Organization/University], I successfully managed [Specific Project or Initiative] which resulted in [Quantifiable Achievement, e.g., a 20% increase in student participation]. I possess a deep understanding of the unique challenges involved in coordinating with diverse stakeholders, including faculty members, local school districts, and industry partners. My approach focuses on creating sustainable educational partnerships that foster [Goal, e.g., college readiness or research dissemination].

I am particularly drawn to [University Name] because of your commitment to [Specific University Program or Value]. I am confident that my skills in event planning, grant writing, and digital communication will allow me to effectively promote your academic programs and enhance the university's public profile.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience aligns with the needs of the [Department Name] team.

Sincerely,

[Your Signature - if sending by mail]
[Your Printed Name]