Cover Letter One Common Unity Intake Coordinator Job

Dear Carrie Bacon and Jake Frelick,

I am applying for the Intake Coordinator Job posted on your website. I believe my past experiences working in retail, doing advocacy work, and working in sports nutrition would make me a great fit for this position and allow me to connect people with the services they need.

I graduated from Clemson University in August of 2020 with a Bachelor of Science in Food Science and Human Nutrition, with a concentration in behavioral sciences, and a public health certificate. During my gap year between my bachelor degree and starting my master of public health in fall 2021 at George Washington University, I have worked for the retail company Athleta. I have also been interning for a team of epidemiologists doing advocacy for covid-19 related information in the state of South Carolina. My current job working at the company Athleta has taught me a lot about customer service. At Athleta, I was named as the store’s Spotlight Employee after only 3 months of working for the company. After being with Athleta for 6 months, I was nominated for the district-wide Spotlight Employee by the manager team. I have had multiple customers compliment my customer service skills as well. Having great customer services skills to me means caring about the job you do, and being a great listener and communicator, all skills that would serve me well in working with people to answer their questions and guide them through the admissions process.

While working on the Clemson University Football Performance Nutrition Staff, our shifts would start as early as 5am and or end as late as 10pm. Since our job involved working with about 100 different people, some of who had specific dietary needs like food allergies, I had to be very detail-oriented so each player received the correct food or vitamins. I was working with the football team while also completing my bachelor’s degree and learned to prioritize and manage my time to balance work, school, and friends.

While in school I was student researcher in the department of nutrition. Here, we worked with sensitive medical information. Part of our research required us to enter data in excel so we could see patterns in our research population, so I have data entry experience from this. Through this experience and my time volunteering at a local hospital, I have also learned how critical patient confidentiality and HIPAA laws are. I have used Microsoft Excel through many of my classes during college and am very familiar with it. I have great computer skills and anything I don’t already know how to do, I will learn and problem solve to figure it out.

I appreciate your time taken to review my experiences related to this position, thank you in advance for your consideration. I look forward to speaking with you.

Sincerely,

Lauren Marr