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| Introduction: The Hook | |
| 1. What is the position? | Events Coordinator – STARS requisition #31940BR |
| 2. How will you introduce yourself? | Current Yale employee in Undergraduate Student Life  with 10 years of experience in planning large scale  student events throughout the year. |
| 3. Have you spoken with any contacts or conducted any informational interviews? If so, with whom? | Jane Doe, Event Manager – learned about the  highly collaborative culture in the department. |
| 4. What is your unique “hook” that will compel the reader to want to learn more about you? | Efficient organized event leader with a  make-it-happen attitude. Publically recognized at  graduation in student speech. |
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5. What are the top 3 - 4 skills mentioned in the job description (if a description is not posted, what are the top skills that are typically required for this type of position)?

1. Oversee logistics for alumni events
2. Manage event vendors
3. Draft event-related communications
4. Create event-related marketing materials (online and  in print)

6. For skill #1, do you have this skill? If so, what have you accomplished or what experiences have you had that ties your skills to the job requirement? If not, how have you been addressing the skill gap?



No – for alumni events Yes – for student events (transferable skill to alumni events) Currently oversee all logistics for Student Life events including multi-day orientation for approximately 1,300 students and graduation for greater than 4,000 guests. Also worked with student clubs to give student leaders the tools to plan their events effectively.

7. For skill #2, do you have this skill? If so, what have you accomplished or what experiences have you had that ties your skills to the job requirement? If not, how have you been addressing the skill gap?

Yes Currently collaborate with vendors for catering, equipment rental (i.e., tables and chairs), music, etc. Manage vendor RFP process, contract negotiation, budget, and ongoing logistics.

8. For skill #3, do you have this skill? If

Yes



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| so, what have you accomplished or what experiences have you had that ties your skills to the job requirement? If not, how have you been addressing the skill gap? | Drafted parent and student communications for orientation and graduation for the VP of Student Life. |
| 9. For skill #4, do you have this skill? If so, what have you accomplished or what experiences have you had that ties your skills to the job requirement? If not, how have you been addressing the skill gap? | No However, while I do not draft or create the marketing materials, I do have exposure to them since I update our website (all of our marketing materials are online). Additionally, I volunteer for the Animal Shelter and help design the posters for our annual fundraising gala each year. |
| Closing: The Ask | |
| 10. Recapwhyyouareagoodfitfor the role. Reiterate your interest and enthusiasm. | 10 years of experience planning student events at Yale University. Understanding of the values and memories that students take with them when they graduate (as they become alumni). I have a great passion for the Yale community and would be thrilled to channel that towards alumni returning to their beloved alma mater for events. |
| 11. Whatisyour“ask”? | To be interviewed for the Events Coordinator position where I can further discuss my background and qualifications. |
| 13. Thankthereaderforconsidering your application. | Thank you for your time and consideration. |