

**Robert Smith**

**Team Coordinator**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am applying for the position of team coordinator at your company, and I think that my skills and experience make me an ideal candidate for the job.

I have previous experience as a team coordinator for [company name] where I was responsible for coordinating travel schedules and providing support to company employees. I was also in charge of planning monthly meetings, facilitating communication between employees, and creating flowcharts to outline project processes.

As you can see from my resume, I have extensive experience in:

* Making sure all deadlines are met (even on short notice).
* Creating efficient schedules for project timelines.
* Supervising teams of up to [number] people (including freelancers).
* Managing budgets within strict guidelines.
* Negotiating contracts and agreements with vendors, clients, and freelancers.
* Providing consistent reporting updates on projects and processes in progress to management and clients.
* I am excited about this opportunity to be a part of your organization because I am eager to use my background in team coordination to contribute to the success of your organization.

Thank you for taking the time to review my cover letter and resume, and I look forward to hearing from you regarding next steps.

Sincerely,

[Your Name]