**Jenny Austin  
Curriculum Coordinator**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@example.comhorizontal line

4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the Curriculum Coordinator position with [Company Name]. With more than five years of experience in developing and managing educational programs, I am confident that I am the perfect candidate for this role.

I currently serve as a Curriculum Coordinator for [Company Name], where I build and manage curriculum for K- 12 students. I have experience with developing relevant and engaging educational content for a variety of grade levels, as well as managing the development of student assessments. Additionally, I am well- versed in utilizing modern technology to enhance learning opportunities and outcomes.

I possess excellent organizational and communication skills, and have a successful track record of successfully collaborating with colleagues and other stakeholders. I am also proficient in establishing effective relationships with parents and students, in order to ensure the best possible learning outcomes.

I am highly motivated and committed to providing students with the best educational opportunities available. I am confident that I am the perfect candidate for the position, and look forward to discussing my qualifications further.

Thank you for considering my application. I look forward to learning more about this position and am excited to discuss how I could be a valuable asset to your team.

Sincerely,

**Your Name**horizontal line