

Rebecca D. May

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Oklahoma City Indian Clinic
Human Resources Department
4913 W. Reno
Oklahoma City, OK 73127

RE: Activity Specialist Position

Dear Hiring Manager,

May I offer you the benefit of eighteen years' successful experience in the field of physical fitness and health education? My involvement in helping others in helping youth as well as adult learn about the benefits of physical activity, nutrition, and healthy lifestyles within educational, community, and non-profit organizations settings has prepared me to be a top-notch candidate for your Activity Specialist position at OKCIC. I would like to summarize some of skills that I could bring to your team.

- Successful planning and implementing physical activity programs for children, teens, and young adults from diverse backgrounds while working cooperatively and professionally with team members and community organizations to promote healthy behaviors and enjoyable physical activities.
- Effectively planning, organizing, executing, and reporting on program projects; including participation records, participant progress, budget utilization, and community partnerships.
- A Master's Degree in Physical Education, an AFFA Personal Fitness Trainer Certification, and a current CPR/AED certification.

I am a member of the Choctaw Nation of Oklahoma and am very interested in joining your team at OKCIC as the Activity Specialist. I would appreciate an opportunity to speak with you in person concerning my qualifications for this position.

Sincerely,

Rebecca D. May