

# Application Coordinator Cover Letter

40318 Mendy Avenue East Dennis Chester, SD 11443-7582

**Dear Stevie Ebert,**

In response to your job posting for application coordinator, I am including this letter and my resume for your review.

In my previous role, I was responsible for facility specific assistance to the project management team as needed or requested - Manage and maintain small facility management tasks as assigned.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Experience and/or certification/proficiency in an Epic application
- Strong organizational skills with attention to detail and a demonstrated competency for working effectively on a team independently, as needed
- Assoc or BS in Medical Technology
- Comprehensive knowledge of enterprise Marketing Resource Management (MRM) software
- Knowledge of both Microsoft Windows and macOS operating systems
- Basic knowledge of Adobe Creative Suite software including Acrobat Pro, Photoshop, Illustrator, and InDesign
- Basic knowledge of Digital Asset Management Systems (DAM) and Content Management Systems (CMS)
- Knowledge of incident, problem management, ticket, change, and risk management processes and tools for business technology applications

**I really appreciate you taking the time to review my application for the position of application coordinator.**

Sincerely,

Corey Heidenreich